muratec™

MFX-2830

Operation Manual

QuadAccess®

Trademarks

Muratec, the Muratec logo and all Muratec product names contained herein are trademarks of Muratec America, Inc.

ENERGY STAR is a registered mark of the United States Environmental Protection Agency.

SUPER G3

Super G3 is an extension of Group 3 fax technology standards, allowing the use of high-speed ITU-T V.34 modems for 33.6 Kbps transmission and high-speed protocols for rapid handshaking.

JBIG -Joint Bi-level Image experts Group, the new ITU-T standard image data compression method. As JBIG compresses the data more efficiently than MMR, it is especially effective when transmitting halftone (grayscale) image document.

This manual and any updates to it can be found online at **www.muratec.com**

Go to the "Products" section of this site, then click on "*MFX-2830*"

Customer Support Center : 1-800-347-3296 (from the United States only)

If you are not able to solve an issue by using the operators manual, please contact your authorized Muratec dealer or consult the Muratec Customer Support Center.
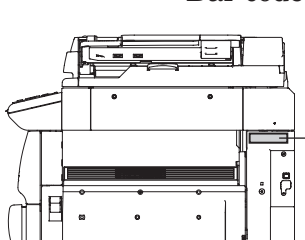
About the serial number

To assist the customer support specialist, please have the model number and serial number written down prior to your call.

Model Number	MFX-2830
Serial Number	DA1

The *serial number* is located on the *bar code label*
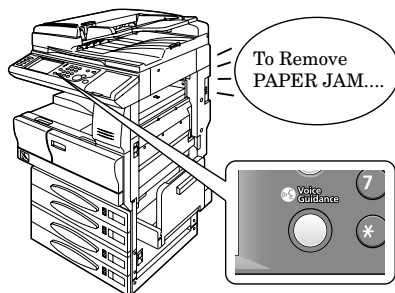
Bar code label

DA131010000021 *4BJ

Sample of a Bar code label
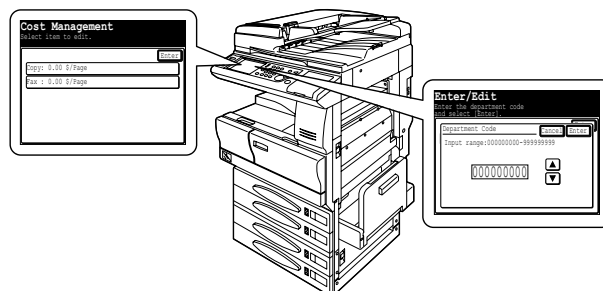
Main Features

Voice Guidance

When the voice guidance feature is turned on the machine will guide you through correct operational procedures and troubleshooting methods. (see page 1-58 for instruction)

Sleep Mode

Sleep mode assists in reducing energy consumption and lowering overall operating costs. If the machine is left idle for a predetermined amount of time the machine will automatically enter sleep mode, reducing operating power to a minimum. (see page 1-25 for instruction)

Macro Program

Programming copy jobs can be tedious, especially when you want to customize a job requiring several steps. If you regularly have to perform a job that requires multiple steps, you can program this process into a macro key, simplifying the process into one step. (see page 4-2 for instruction)
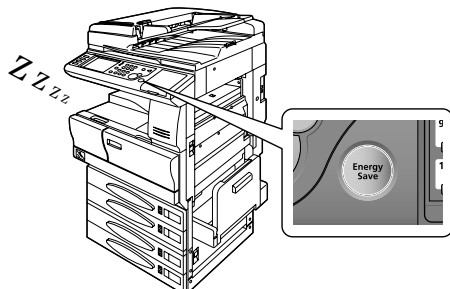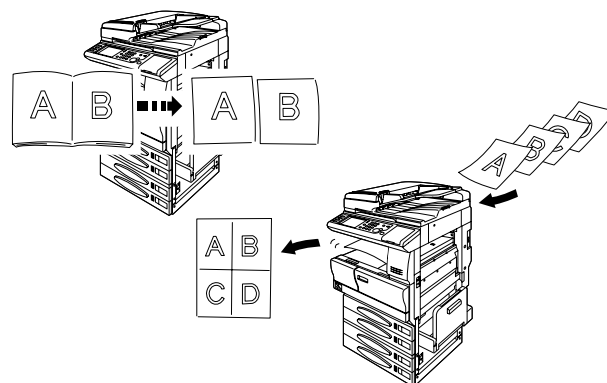
Department Code

With the MFX-2830 you can easily track usage information by user or department. Track print, copy, and fax jobs at the departmental level or at the individual user level. (see page 4-12 for instruction)

Series/N-in-1(Combine)

Reduce paper consumption by combining multiple documents into a single sheet by using the N-in-1 feature. With series copy, copied book pages can be converted into separate pages. (see page 2-30, 2-44 for instruction)
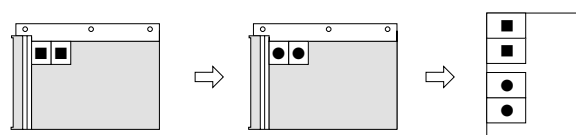
Card Copy

Need to copy both sides of an ID card, driver's license or check? Select the "Card Copy" mode and quickly copy both sides of a card or check-sized document onto a single page. (see page 2-86 for instruction)

Main Features

FAX Duplex Scanner

Scan two-sided documents quickly via the single-pass duplex scanner. As opposed to competing scanners, the MFX-2830 can scan and process two-sided documents in one pass, reducing both time requirements and wear on moving parts. (see pages 2-67, 3-130 for instruction)
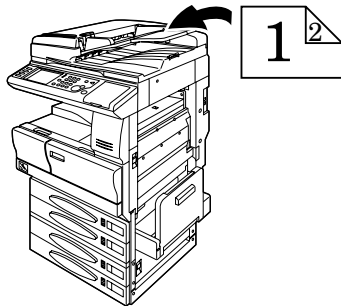
COPY FAX Soft Keys

Soft Keys allow you one-touch access to important features. The soft keys on the MFX-2830 touch screen are programmable, meaning you can customize them to your preferences. (see page 4-10 for instruction)
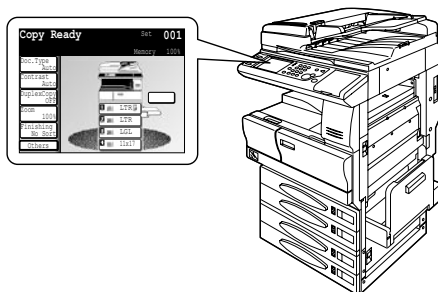
FAX Speed Dialing

Users can program up to 500 frequently dialed fax numbers into the speed-dial directory, allowing for easy one-touch transmission to important contacts. (see page 3-162 for instruction)

FAX Confirm TCR

Automatically generate a transmission confirmation report to insure that your important fax job successfully reached the remote machine. (see page 3-150 for instruction)
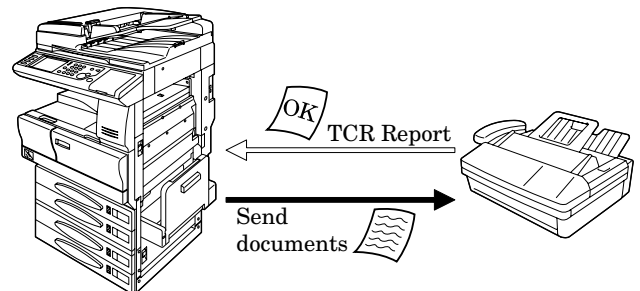
FAX Cover Page

Quickly add a customized cover page to your transmission, including text message and sender's information. (see page 3-76 for instruction)
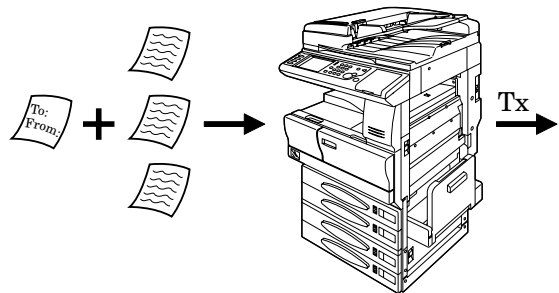
FAX Fax Forwarding

Out of the office? Forward incoming fax transmissions to any fax location easily by enabling the MFX-2830's fax forwarding feature. (see page 3-80 for instruction)
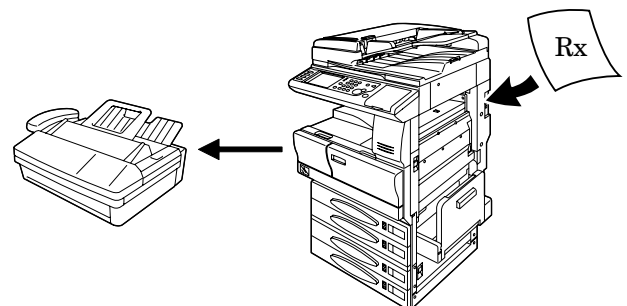
Main Features

FAX Batch Transmission

Scan documents into batch transmission storage boxes and schedule the transmission time for after hours when the phone rates are lower. (see page 3-64 for instruction)

```
Batch Tx
Select the box that will store the
document(s) and select [Enter].
                              Enter
1:ABC
2:DEF
3:GHI
4:JKL
5:MNO
```

FAX QuadAccess

The MFX-2830 boasts a powerful feature called QuadAccess, found only on Muratec equipment. This feature allows your machine to perform a host of functions at once, such as a fax transmission, printing, scanning documents for transmission and menu programming.

Fax Tx

Menu

Scan

Print

FAX Security Reception

With security reception enabled users can receive fax documents into password protected storage. This ensures that received jobs are viewed by authorized users only. (see page 3-88 for instruction)

```
Management
Select item to edit.
    ◄  2/3  ►              Enter
Line Up           :OFF
Protect Passcode  :****
Copy Protect      :OFF
Depart. Management
Cost Management
SecurityRx         :OFF
```

Rx

Useful options

■ OfficeBridge Pro

With the OfficeBridge Pro option activated your MFX-2830 becomes a cost-effective network printer, high-res scanner, PC fax, Internet fax terminal and scan-to email station.
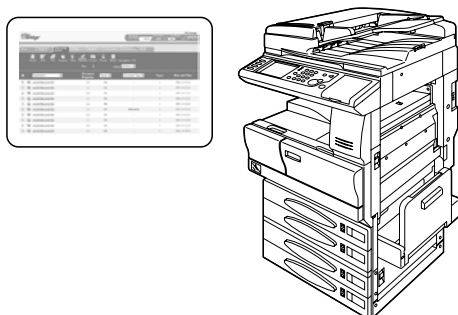
■ Staple Finisher

Forget the days of manual collation and stapling. With the staple finisher your documents will be collated, stapled and stacked, giving your important documents a professional finish.
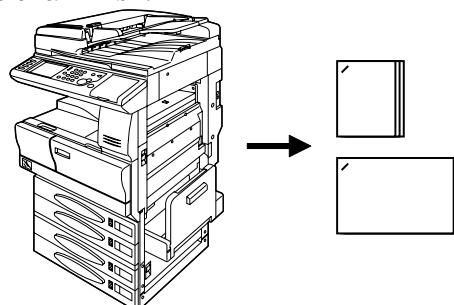
Main Features

■ **Punch Finisher**

Maximize your document output options by upgrading to the punch finisher. Quickly generate professional looking documents for insertion in binders, folders and other media.

■ **2-Bin Tray**

No need to sift through a stack of documents to separate fax and copy jobs. With the 2-Bin tray installed on the MFX-2830 you can select the output tray that will house your various jobs. (see page 4-32 for instruction)

Fax

Copy

■ **Duplex Printer**

Reduce paper consumption by converting one-sided originals into two-sided printouts. Also, receive your incoming faxes as two-sided printouts for additional savings. (see page 2-67 for instruction)

■ **Paper Cassettes**

The MFX-2830 can be customized to meet your output needs. Whether you print thousands of documents per week on letter, or you need to print on various media, the MFX-2830 is flexible enough to match your printing requirements.

■ **Dual Line Option**

High-volume faxing is not a problem with the MFX-2830. By adding a second 33.6 Kbps modem you can effectively reduce time spent faxing by sending and receiving faxes simultaneously.

Rx

Tx

■ **Printing Possibilities**

The MFX-2830 comes standard with Windows GDI printing via the USB hub. But if you require more advanced printing power, easily upgrade to available PCL5e/6.

PCL6
PS2
601
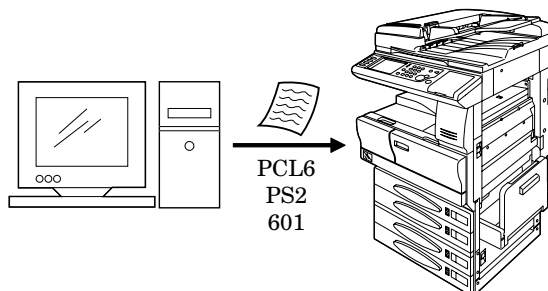
CONTENTS

Getting Started

This chapter provides an overview of the safety and installation procedures of the MFX-2830, as well as operating tips for machine set-up.

CONTENTS

Copy

Chapter 1 Basic Copy Features	This chapter explains the basic copy features.	2-1 - 2-28
Chapter 2 Advanced Copy Features	This chapter explains the advanced copy features, such as combined copy and series copy, for convenient operations.	2-29 - 2-92
Chapter 3 Advanced Copy Settings	This chapter explains the copy function settings, such as changing the initial values of copy scan contrast, or setting the auto reset time.	2-93 - 2-98

CONTENTS

Copy

CONTENTS

Fax

Chapter 1 Basic Fax Features	This chapter explains basic fax features, including sending and receiving faxes, and how to use the phone.	3-1 - 3-56
Chapter 2 Advanced Fax Features	This chapter explains advanced fax features, such as broadcast transmission or delayed transmission, for convenient operations.	3-57 - 3-148
Chapter 3 Communication Management	This chapter explains the management of communication conditions or communication by users.	3-149 - 3-160
Chapter 4 Fax Settings	This chapter explains how to enter speed-dials and other operational functions.	3-161 - 3-200

CONTENTS

Fax

CONTENTS

Fax

CONTENTS

Fax

CONTENTS

Common Settings for Copy and Fax

This chapter explains the common features for copy and fax, such as macro functions and department management.

CONTENTS

In This Case...

This chapter explains the troubleshooting methods for paper jams, error messages and mechanical problems for your machine.

CONTENTS

Appendix

This chapter describes the specifications of the machine and the index.

How to read this manual

Title

Preventing Received Documents from Being Read by Others (Security Reception)

This enables all documents received after the security reception start time to be stored in memory without being printed out. This function is useful to store all documents received in memory at night, for example, when there is no one in the office. You can then print out received faxes later.

Operating tips
Explains the items you should know before operation.

Operating tips

● Set the protect passcode in advance. (see page 4-36)
● When the protect passcode is deactivated, security reception is also deactivated.
● When security reception is set to ON, it will start at the specified time every day.
● If any documents are received during security reception, "Security Rx document exists" is displayed and the Memory Receive lamp illuminates. Once a document is printed out, the machine automatically returns to normal reception.

Section

Security reception settings   Default: OFF

Operating steps
Follow the steps in numerical order.

1 Press **SETTING**.

Keys on control panel

2 Press **[Management]**.

Touch screen display

Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings
Copy Functions | Fax Functions | Scanner Settings | Management
User Install | Counter

● The machine can be set to ring even if a hand...

Note
Describes the additional operating notes for each step.

Note
You can pick up the handset while the machine is ringing to talk on the phone.

Reference
· To make the machine ring, you need to make the settings for the handset or the fax ringer on the machine. (see page 4-35)
· The number of rings can be changed from 1 to 10. (see page 3-196)

1 Your machine rings.

Reference
Describes the page number referred to for each function.

2 Fax reception will begin.

In this case
Describes the useful information for each function.

In this case

To change the number of rings...
The number of rings can be set from 1 to 10. You can make it easier to answer the phone by increasing the number of rings to extend the time until the fax answers the phone. For the details of setting method, refer to page 3-196.

Getting Started

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
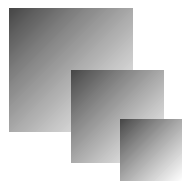
Getting Started

Regulatory information

Customer information

United States of America

This equipment complies with Part 68 of FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format US: DKUFA02B001J. If required, this number must be provided to the phone company.

The REN is used to determine the number of devices that may be connected to a phone line. Excessive RENs on a phone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local phone company. The REN for this product is part of the product identifier that has the format US:DKUFA02B001J. The digits represented by 02 are the REN without a decimal point.

Your fax is designed for use on standard-device phone lines. The fax connects to the phone line with a standard line called the USOC RJ-11C.

A plug and jack used to connect this equipment to the premises wiring and phone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant phone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

If this equipment MFX-2830 causes harm to the phone network, the phone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the phone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The phone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the phone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment MFX-2830, see operating instructions for details. For further repair or warranty information, please contact Muratec Customer Support Center at 800-347-3296 (from the U.S. only). If the equipment is causing harm to the phone network, the phone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the phone line, ensure the installation of this MFX-2830 does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your phone company or a qualified installer.

This equipment is hearing aid compatible.

When programming emergency numbers and/or making test calls to emergency numbers:

1) Remain on the line and briefly explain to the dispatcher the reason for the call.

2) Perform such activities in the off-peak hours, such as early morning or late evenings.

To protect your product against power surges, we recommend the use of a power protection device. (Surge arrestor)

The Phone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the phone number of the sending machine or such business, other entity, or individual. (The phone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: *For instructions on programing this information (the "TTI") into your fax machine, see page 1-56*.

FCC Part 15

This equipment has been tested and found to comply with the limits for a Class A digital devices, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Canada

NOTICE: This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications.
NOTICE: The Ringer Equivalence Number (REN) for this terminal equipment is 02. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a phone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

Canadian ICES-003

This Class A digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe A est conforméa la norme NMB-003 du Canada.

Getting Started
COPY Chapter1
COPY Chapter2
COPY Chapter3
FAX Chapter1
FAX Chapter2
FAX Chapter3
FAX Chapter4
Common Settings
In This Case...
Appendix

Limited warranty

This warranty is made by Muratec America, Inc. (hereafter referred to as "Muratec"). This warranty is valid only on Muratec products purchased and used in the United States of America. This warranty applies to the product only while owned and used by the original purchaser ("Customer"). If ownership of the product is transferred, this warranty terminates. This warranty does not apply to any product in use for rental purposes.

This Muratec product is warranted against defects in material and workmanship for ninety (90) days commencing the date of original Customer purchase. If the product is defective in material and/or workmanship (normal wear and tear excepted) during the warranty period, Muratec or its authorized representative will, during Muratec's established service availability hours, make necessary adjustments and repairs, including, at Muratec's option, installation of replacement parts. Muratec's service availability hours are 8:30 AM to 5:00 PM (Central time) Monday through Friday, excluding Muratec-recognized holidays. Muratec will complete the necessary adjustments and repairs within a reasonable time period, as dictated by the nature of the problem and by Muratec's service schedule. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Muratec. This warranty is subject to the OBLIGATIONS and EXCLUSIONS set forth.

Obligations

1. This warranty will be honored only on presentation of the original dated authorized Muratec bill of sale or Muratec dealer bill of sale or sales slip to an authorized Muratec service representative or service center. For the name of your authorized service center, contact Muratec (from the United States, call 1-469-429-3350; from Canada, check your in-box materials for the number to call).

2. During the warranty period, the Customer must notify Muratec by phone of any defective product material and/or workmanship.

3. Transportation (including prepayment of freight and insurance charges) of the product to and from an authorized service center, designated by Muratec, is the responsibility of the Customer.

4. If Muratec provides maintenance or responds to a call which is outside the scope of this warranty, such maintenance shall be billed to the Customer at Muratec's then-current rates for maintenance and parts and shall be due and payable in full upon receipt of invoice.

Exclusions

1. This warranty shall not cover a product with missing or altered original identification marks.

2. This warranty applies only to products that the purchaser has properly installed, adjusted and operated in accordance with the instructions set forth in or provided with product literature. This warranty does not apply to any product which has been subjected to tampering, alteration, misuse, abuse, neglect, improper installation or transportation damage. Nor does it apply to costs for any service requested for demonstration or to confirm proper operation of this product.

3. The warranty shall not apply to adjustments, repairs or replacements necessitated by any cause beyond the control of Muratec (whether foreseeable or not) including, but not limited to, any malfunction, defects or failure caused by or resulting from any of the following: improper unpacking or installation, unauthorized service or parts, or improper maintenance or cleaning, modification or repair by the Customer, accident (including, without limitation, unavoidable accidents), fire, flood or other Acts of God, improper phone or electrical power or surges thereof, interconnection with or use of non-compatible equipment or supplies (including paper), or placement of the product in an area which does not conform to Muratec space, electrical and/or environmental requirements.

4. Muratec will not be required to make adjustments, repairs or replacements if the product is installed or used at a location deemed by Muratec to be hazardous to health or safety, or if Muratec is not provided with free and reasonable access to the product and a phone during service availability hours, or if the product location is not accessible by an authorized Muratec service vehicle.

EXCEPT AS EXPRESSLY SET FORTH ABOVE, AND EXCEPT TO THE EXTENT PROHIBITED BY APPLI-CABLE LAW, MURATEC MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICU-LAR PURPOSE, AND ANY WARRANTY ARISING FROM COURSE OF DEALING OR USAGE OF TRADE), AND MURATEC EXPRESSLY DISCLAIMS ALL WARRANTIES NOT STATED HEREIN. IN THE EVENT THE PRODUCT IS NOT FREE FROM DEFECTS AS WARRANTED ABOVE, THE CUSTOMER 'S SOLE REMEDY SHALL BE REPAIR OR REPLACEMENT AS PROVIDED ABOVE. UNDER NO CIRCUMSTANCES SHALL MURATEC BE LIABLE TO THE CUSTOMER, OR TO ANY USER, FOR ANY DAMAGES, INCLUDING ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EXPENSES, LOST PROFITS, LOST SAVINGS OR ANY OTHER DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE MURATEC PRODUCT, EVEN IF MURATEC OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAM-AGES.

Some States do not allow the exclusion or limitation of incidental or consequential damages, and some States do not allow limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

Safety information

Laser Safety

This is a digital machine which operates by means of a laser. There is no possibility of danger from the laser, pro-vided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot es-cape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product. This means the machine does not produce hazardous laser radiation.

Internal Laser Radiation

Maximum Average Radiant Power: 25.3 (μW) at the laser aperture of the print head unit.

Wavelength: 770-795 nm

This product employs a Class IIIb Laser Diode that emits an invisible laser beam. The Laser Diode and Scanning Polygon Mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM.

Therefore, the print head unit should not be opened under any circumstances.

Laser aperture of the print head unit

Print head

This figure shows the view inside the right door with the imaging unit removed.
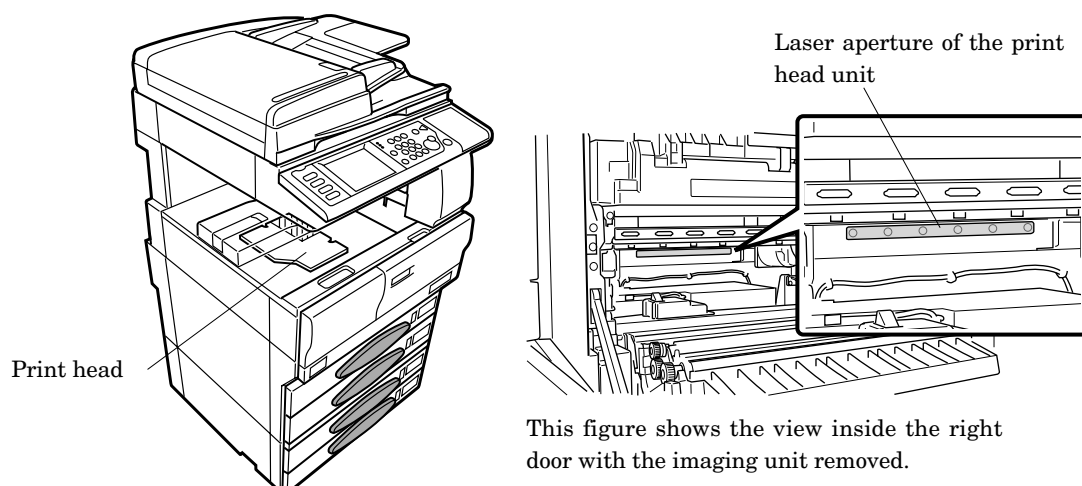
For the United States

CDRH regulation

This machine is certified as a Class 1 Laser product under the Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990.

Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U. S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

⚠ CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5mW and the wavelength is 770-795nm.

Laser Safety Label

A laser safety label is attached to the outside of the machine as shown below.

Laser safety label

クラス1レーザ製品
CLASS 1 LASER PRODUCT TO IEC 825
APPAREIL A RAYONNEMENT LASER CLASSE 1 (IEC 825)
LASER PRODUKT KLASS 1 (IEC 825)
IEC 825第一级雷射産品
1类雷射产品
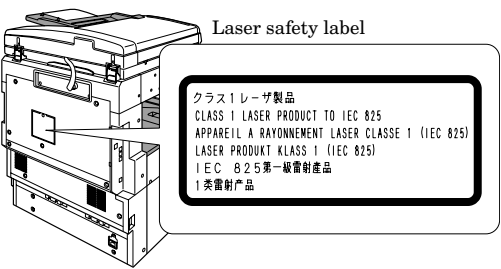
Before using your Muratec machine

Where to set up your machine
Follow these guidelines when setting up your machine:
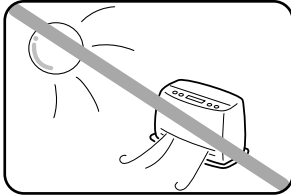
Away from direct sunlight
To avoid overheating, set up your machine away from direct sunlight or a heater.
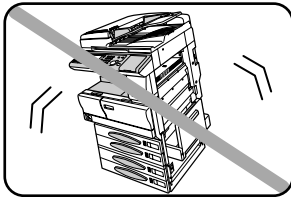
Level, and vibration-free
To avoid an injury or damage to the machine, set the machine up in a level, vibration-free location.

50-95°F
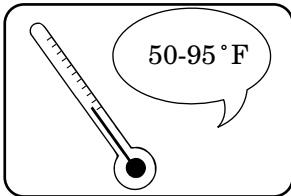
Avoid extreme high/low temperature
Use your machine within the temperature range of 50ºF to 95ºF (10ºC to 35ºC).
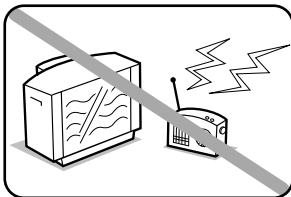
Away from a television or radio
Many appliances and office equipment, including televisions, radios, copy machines, air conditioners and computers, can generate electronic noise that can interfere with the operation of your machine.
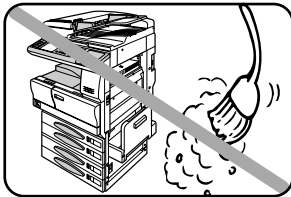
Clean
Dust buildup can damage your machine.
Periodically clean your machine as described in the operating instructions. Do not use a dust cover, which can cause severe overheating.
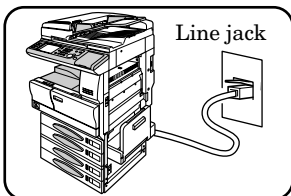
Line jack

Near a phone jack
Your machine uses a standard (modular) phone jack, also known as an RJ-11.

15.7 inches (40 cm)
3.9 inches (10 cm)
3.9 inches (10 cm)
13.8 inches (35 cm)
19.5 inches (50 cm)
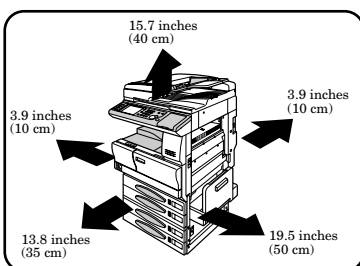
Space around the machine
To ensure proper ventilation and easy operation, set up the machine in an area that meets the minimum requirements for clearance as illustrated below.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Power requirements
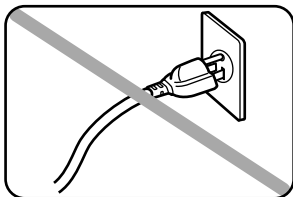
Plug in the power cord
Plug the power cord carefully and completely into a wall outlet. Do not leave any portion of the electrical cord's metal plugs exposed. Doing so could cause a fire and increases the risk of electrical shock.
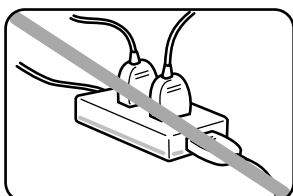
Do not share an extension cord connector with other plugs
It can cause electrical shock.
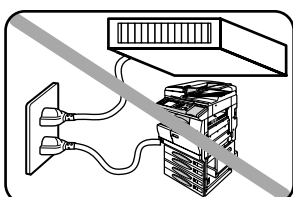
Do not share an outlet with a large appliance
High-consumption appliances such as a refrigerator or air conditioner can cause "draw-downs" which could damage your machine.

AC120V
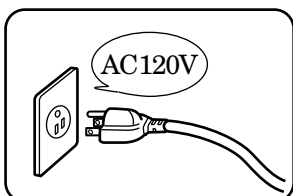
120 VAC outlet
Use a standard three-pronged 120 V electrical outlet to power your machine. Using any other electrical outlet will damage to your machine.

For domestic use only
Never use your machine outside the country in which you purchased it. Doing so may violate telecommunication and safety regulations of that country, and variations in electrical and phone standards can cause poor performance and damage your machine.

General Precautions
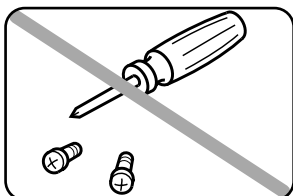
⚠Never disassemble your machine!
Disassembling your machine can cause serious injury to you and damage to your machine. If service is required, call your authorized Muratec dealer.
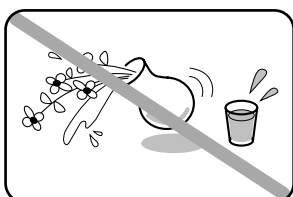
Keep away from liquids
Keep liquids and metal pins or other objects away from your machine. If something falls into the machine, remove the plug from the outlet and call your authorized Muratec dealer.
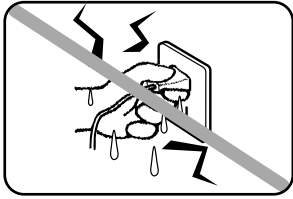
⚠Never handle your machine or power cord with wet hands
Never touch your machine or power cord if your hands are wet.
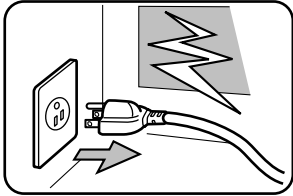
During electrical storms, disconnect the plug from the outlet
Electrical storms can cause electrical shock or damage the machine.
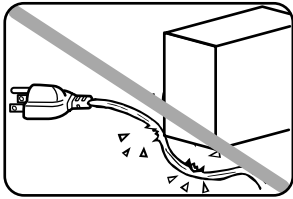
Do not put furniture or equipment on the power cord
Do not put anything on or over the electrical power cord, and do not route the power cord under rugs or carpets. Doing so can damage the power cord or fax, and can cause fire or electrical shock.
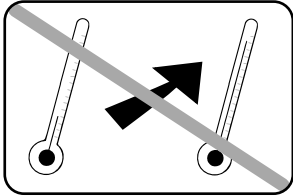
Avoid temperature fluctuations
Sudden changes in temperature can cause damaging condensation to form inside your machine.
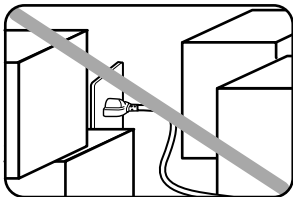
Allow clearance around the outlet
Don't stack boxes or furniture around the outlet.

Use supplies manufactured specifically for Muratec machines
Using toner bottles and other supplies that are not manufactured specifically for Muratec machines may affect the operation of your unit.

Storing and handling the toner bottle
To avoid damage to your machine and to assure the best performance possible, follow these guidelines when storing and handling toner bottles:

Store the toner bottle
Store toner bottles at a constant temperature within a range of 50ºF to 95ºF (10ºC to 35ºC). Do not store bottles in locations subject to extreme fluctuation of temperature and humidity.

Do not stand the bottle on its end and do not store it upsidedown.

Do not open the protective bag of the bottle until you are ready to install the bottle.

Do not store bottles in areas of:
· Direct sunlight
· Dusty conditions
· Near floppy disks or other computer media, computer screens, or any other materials sensitive to magnetic fields.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

⚠ **Do not burn toner bottles!**
The toner powder is extremely flammable. Exposure to flame can cause the toner bottles to burn or explode, causing serious injury.

Be careful not to get the toner powder in your eyes.
If the toner powder gets in your eyes, immediately flush your eyes with water and seek medical assistance.

Keep bottles away from water and oil.

Do not expose bottles to direct sunlight.

Do not expose toner bottles to static or other electrical shock.
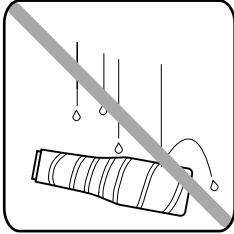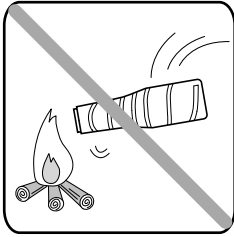
Symbol and terms (Operating tips)

In this manual, the following symbols and terms are used, please familiarize yourself with these.

⚠CAUTION	This symbol indicates how to avoid personal injury.
Important ⬤	This describes conditions or incorrect operations that could cause damage to your machine.
Note ◯	Describes the additional operating notes for each step.
Reference ◯	Describes the page number referred to for each function.
Operating tips ◯	Explains the items you should know before operation.
In this case	Describes the useful information for each function.
[ ]	Keys that appear at the lower area of the touch screen.
BOLD WORDS	Keys built into the machine's operation panel.
Document	A document is the original sheet(s) of paper you are copying, faxing or scanning.
◁, ◁	This shows the direction of the document. See "About ◁ and ◁ symbol" next page.
Paper	Paper to be printed on.
◢, ◢	This shows the direction of the paper. See "About ◢ and ◢ symbol" next page.

About ◺ and ◿ symbol

◺ and ◿ symbols indicate the direction of the document.
When the document has a length longer than its width, we use symbol ◺.
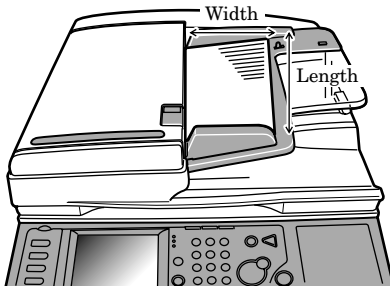
When using the ADF   When using the document glass
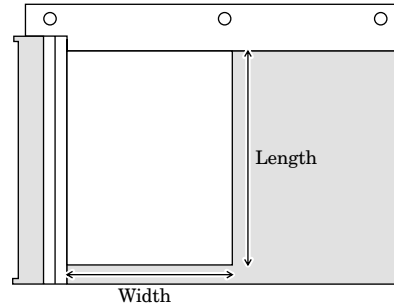
When the document has a length shorter than its width, we use symbol ◿.
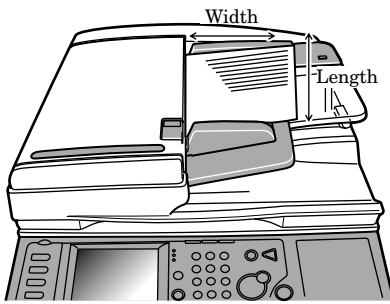
When using the ADF   When using the document glass
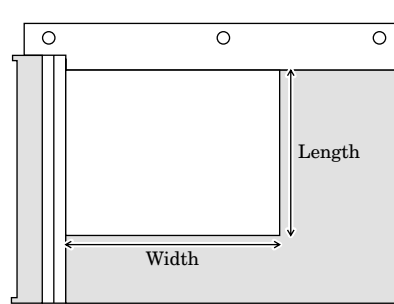
About ◳ and ◳ symbol

◳ and ◳ symbols indicate the direction of the paper.
When the paper has a length longer than its width, we use symbol ◳ or no symbol.
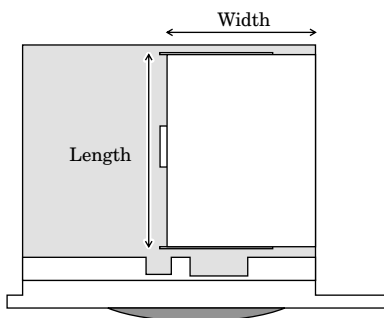
(Paper loaded in the cassette)

When the paper has length shorter than its width, we use symbol ◳.
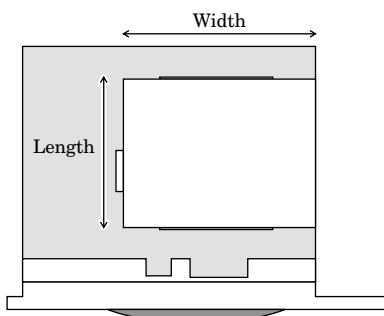
(Paper loaded in the cassette)

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
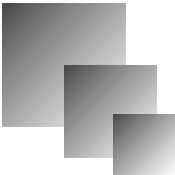
Part Names and Functions

Equipment configuration
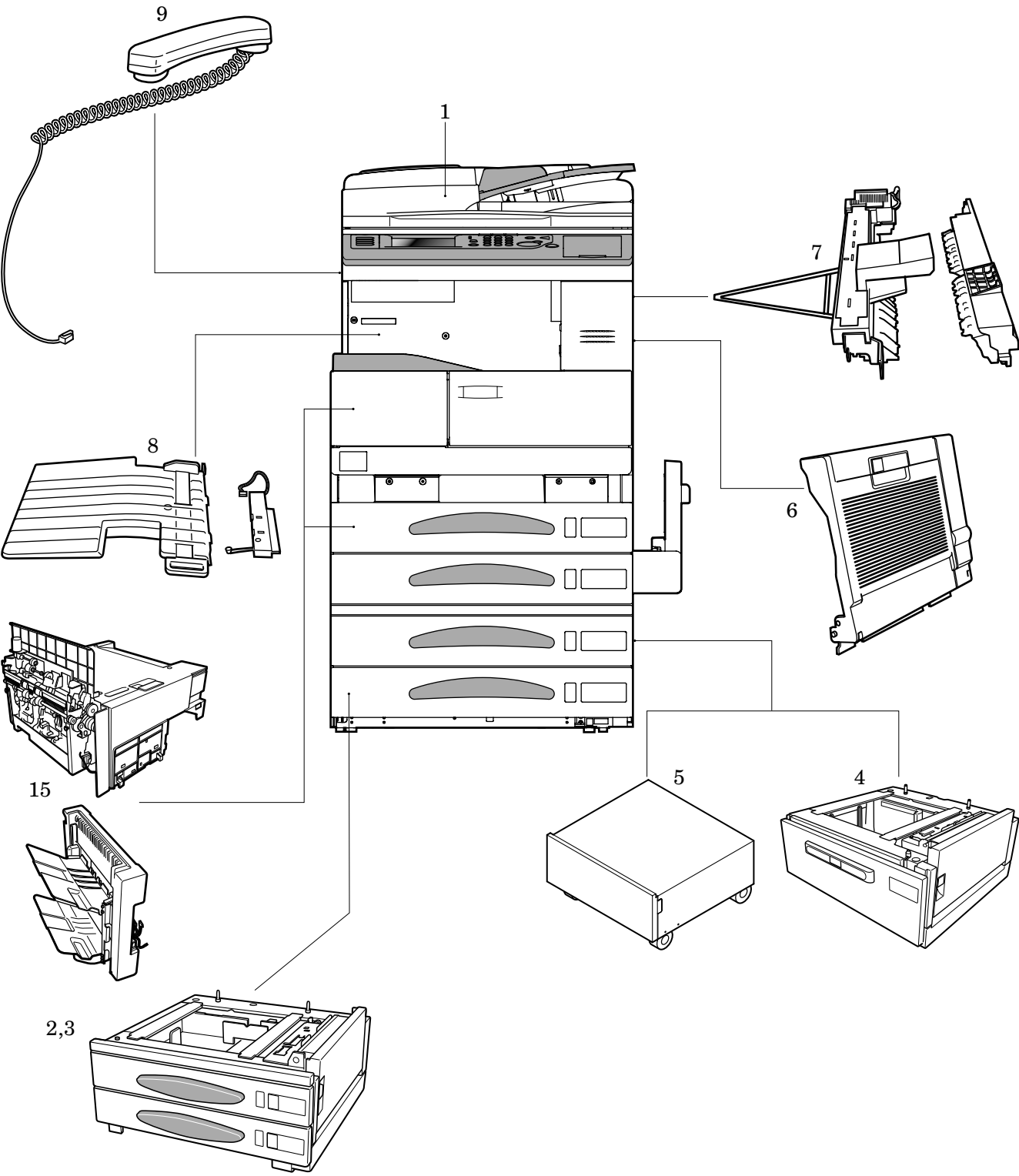
No.	Name	Function
1	Automatic Document Feeder (ADF)	This scans multi-page documents one page at a time. For a duplex document, the document's front and back are each scanned once. Hereinafter this is stated as "ADF" in this manual.
2	2-Cassette Cabinet	This is a two-level paper cassette. Each paper cassette holds up to 500 sheets of paper.
3	1-Cassette Cabinet	This is a one-level paper cassette. It holds up to 500 sheets of paper. The second shelf is a drawer that allows paper to be added while the machine is operating.
4	Large Capacity Cassette	This is a large capacity paper supply cassette that can hold a maximum of 2,500 sheets.
5	Cabinet	This cabinet was developed to make the machine easier to use. There is space for storing paper and consumables.
6	Duplex Unit	Equipping the machine with this unit makes double-sided printing possible.
7	Switchback Unit	This is used to reverse or sort the paper. It is required when the machine is equipped with the duplex unit or the 2-Bin tray..
8	2-Bin Tray	This sorts the output paper into different trays when copying, faxing, etc.
9	Handset	Used for voice communication.
10	32MB Memory Expansion Kit	This increases the memory capacity of the machine.
11	Second phone line module	This is used to increase the number of communication lines to perform Super G3 transmission to two places simultaneously.
12	Printer Kit (OP-500)	This allows the machine to be used as a fine image printer by application software that supports Windows.
13	Network Printer Kit (NP-500)	This connects the machine to a network to allow it to be used as a network printer.
14	OfficeBridge Pro (OB-500)	This is an all-in-one package that combines a variety of functions, such as PC-FAX, internet fax, network printing and network scanning.
15	Finisher	This is used to sort multiple copies into their respective stacks where they can be stapled together, etc.
16	Punch Kit	Equipping the Finisher with this makes it possible to punch holes in the copies.

*1 to 5 are component parts, provided as a set at the time of purchase. 6 to 18 are optional parts.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Main unit part names and functions

■ Main unit
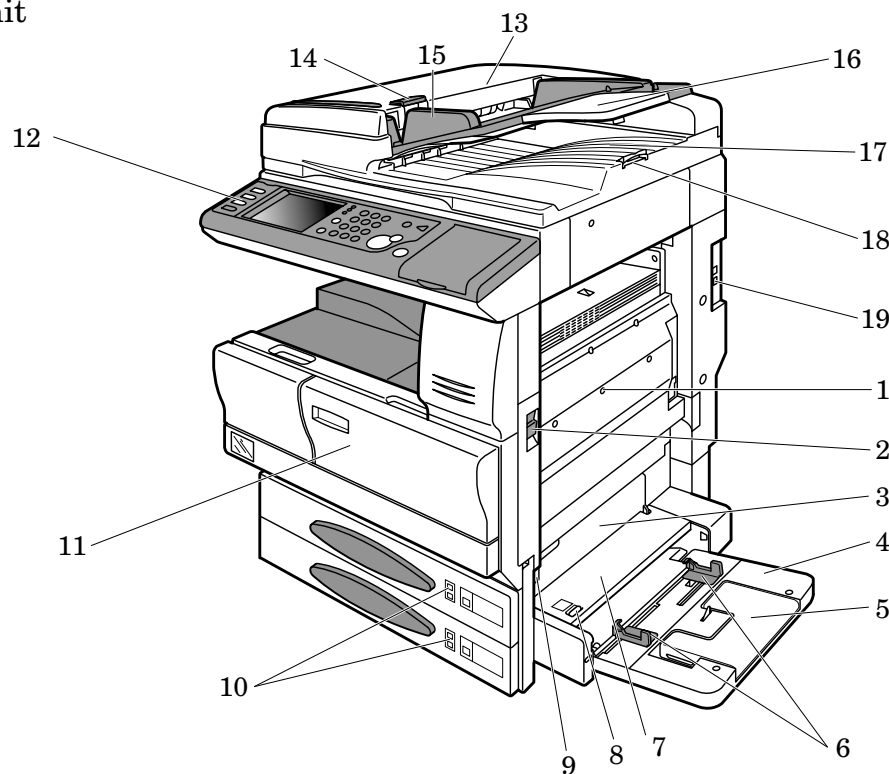
No.	Name	Function
1	Right Cover	This is opened to remove jammed paper or to change the drum cartridge.
2	Right Cover Release Lever (C1)	Pull up on this to open the right cover.
3	Right Lower Cover	This is opened to remove jammed paper.
4	Bypass Tray	This is used to copy or print special or custom paper, such as postcards and envelopes. (see page 1-26)
5	Extension Tray	This is extended when loading large-size paper.
6	Paper Loading Guide	This is adjusted to match the width of the paper to prevent skewing.
7	Slide Plate	This is pulled when the paper in the bypass tray jams.
8	Slide Plate Knob (C3)	This controls the movement of the slide plate.
9	Right Lower Cover Release Lever (C2)	Pull up on this to open the right lower cover.
10	Paper Level Indication Window	The red shown in this area increases as the level of the paper in the paper tray decreases.
11	Front Cover (B)	This is opened to replace the toner bottle. (see page 5-15)
12	Control Panel	This is where the keys and touch screen required for operation are grouped.
13	ADF Cover	This is opened when a document jams or to when cleaning the scan area.
14	ADF Cover Release Lever (A1)	Pull up on this to open the document cover.
15	Document Guide	This supports the document so that it feeds straight.
16	Document Tray	This holds the document in the ADF.
17	Document Output Tray	This catches originals after they have been scanned.
18	Document Output Extension Tray	This is extended when catching long document.
19	USB Port	The machine can be used as a printer by connecting it to a computer via a USB cable.
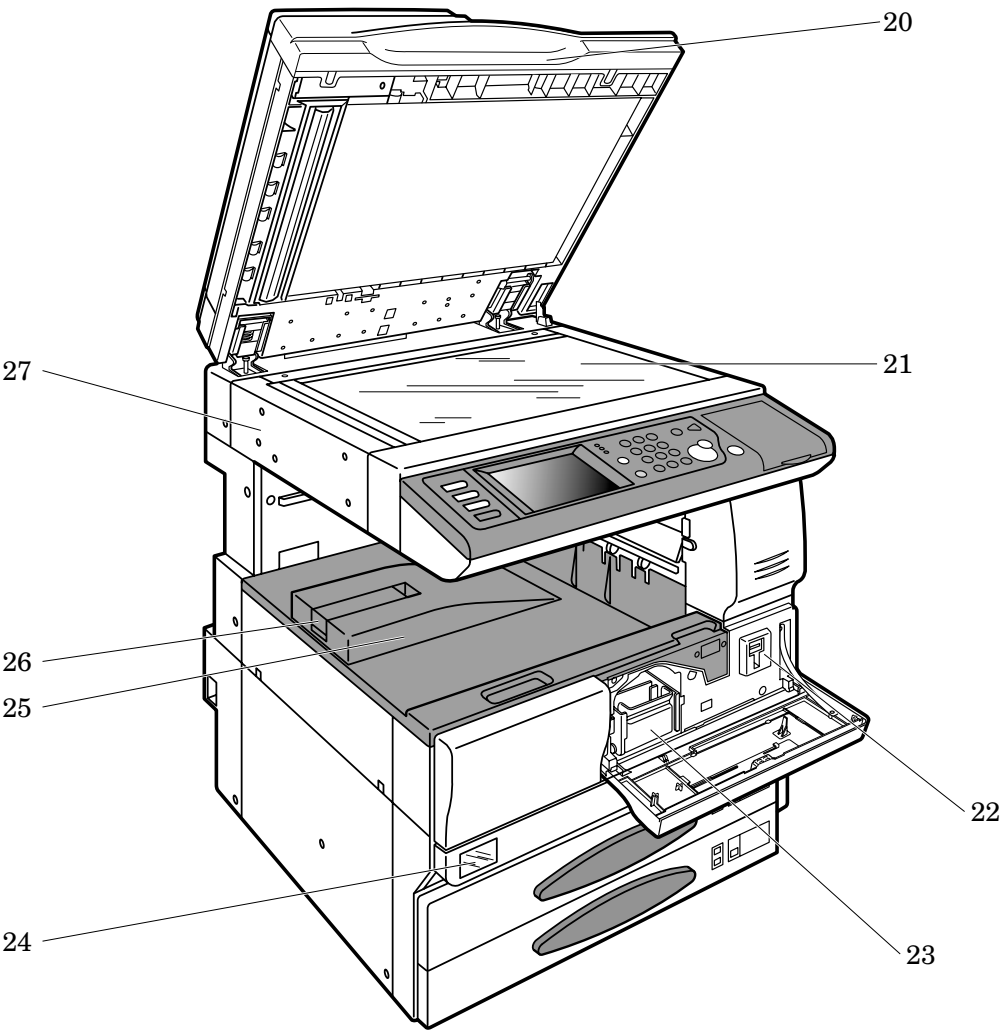
No.	Name	Function
20	Platen Cover	This holds down the document.
21	Document Glass	Align the document to be copied or transmitted to the loading guide on the back of the left side.
22	Counter	This counts the total number of sheets printed.
23	Toner Hopper	This is pulled out to change the toner bottle.
24	Power Switch	This switch is used to turn the machine on and off. Normally, leave the power on.
25	Paper Output Tray	This catches the copied or printed paper with the printed side down.
26	Stopper	This keeps the printed paper from falling. It is used when the optional 2-Bin tray is installed.
27	Handset Mounting Position	This is the area where the optional handset can be mounted.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
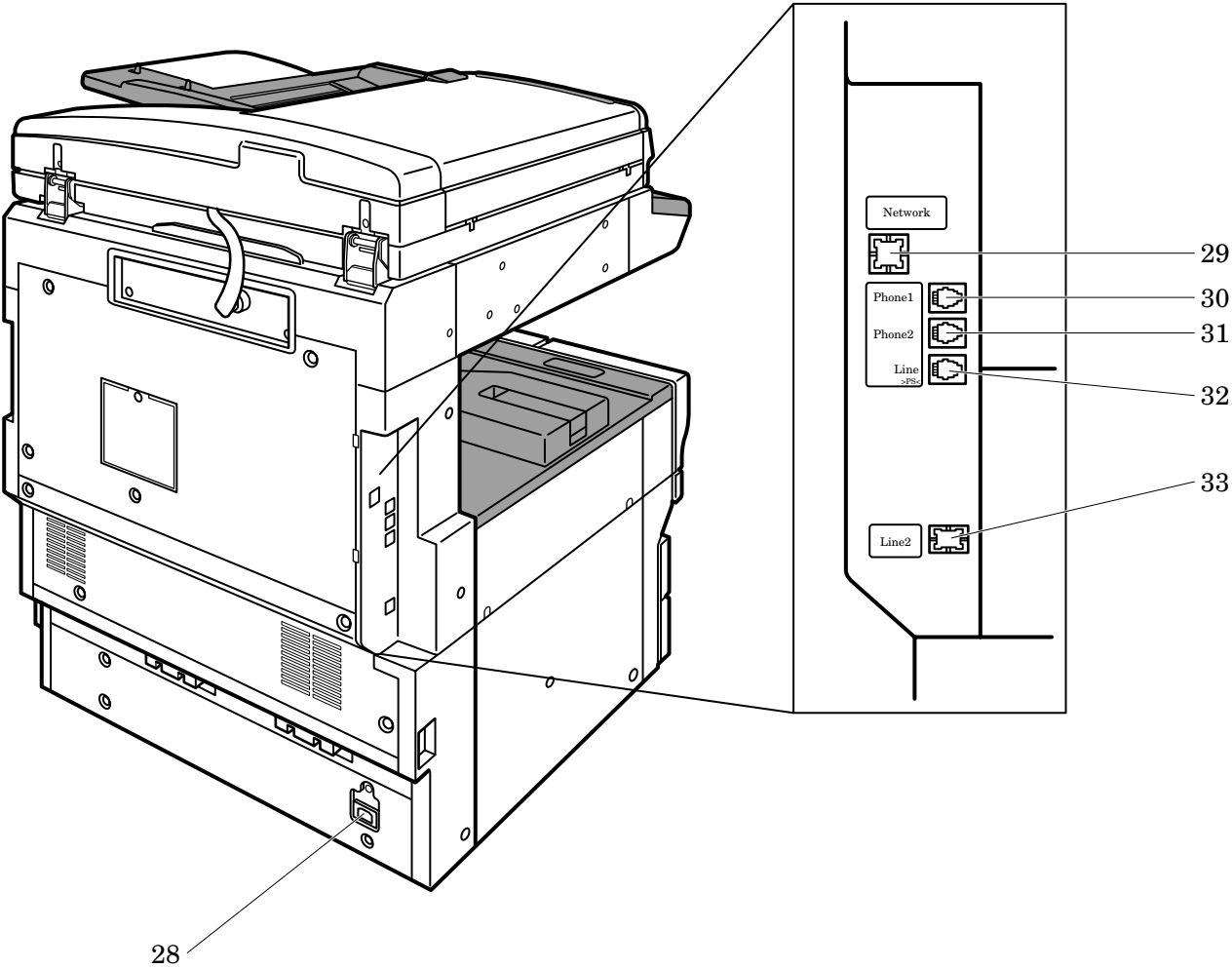
No.	Name	Function
28	Power Jack	This is where the power cord is connected.
29	Network Connector	This is where the LAN cable is connected when network-related options are installed.
30	Phone 1 Jack	This is used to connect the optional handset.
31	Phone 2 Jack	This is used to connect an external phone, such as an answering machine.
32	Phone Jack	This is used to connect the phone line.
33	Second Phone Line Jack	This is used to connect the second phone line when the optional second phone line module kit is installed.

■ Components and options
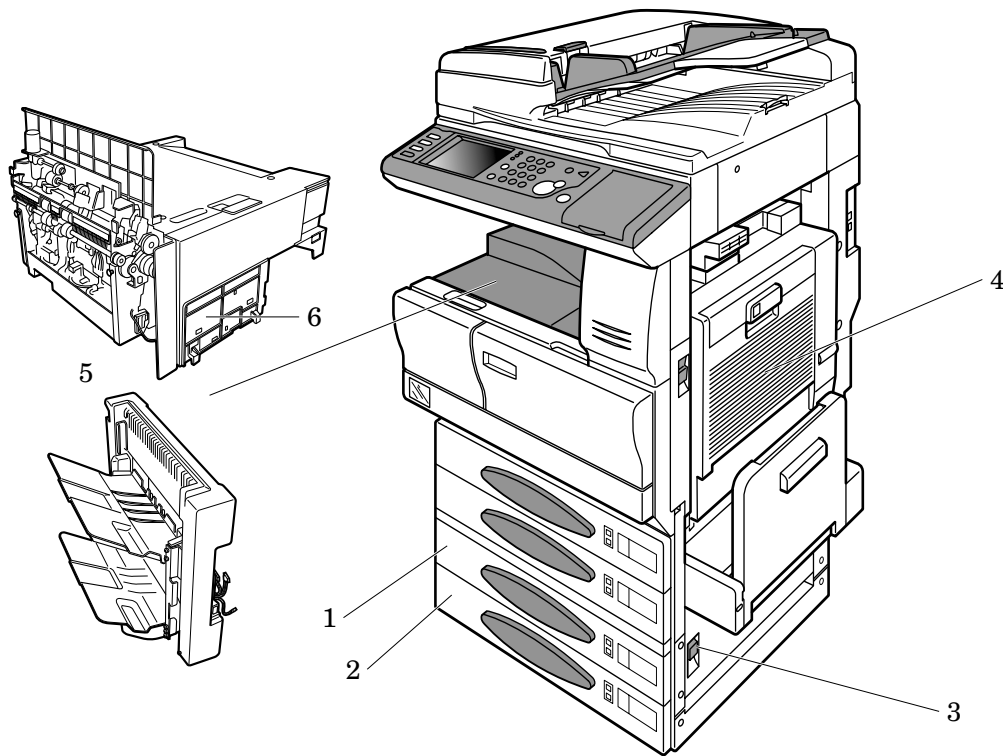
■ 1-cassette cabinet/2-cassette cabinet

No.	Name	Function
1	3rd Paper Cassette	This holds approximately 500 sheets of paper. The paper size can be changed easily.
2	4ht Paper Cassette (for the 2-cassette cabinet)	
	Cabinet (for the 1-cassette cabinet)	This can be used to store extra paper.
3	Right Lower Door Release Lever (C4)	This lever allows access to jammed paper.

■ Duplex unit

No.	Name	Function
4	Duplex Unit Cover (C5)	Open this cover to remove jammed paper in the duplex unit.

■ Finisher

No.	Name	Function
5	Finisher	This is used to sort multiple copies into seperate respective stacks where they can be stapled together.

■ Punch Kit

No.	Name	Function
6	Punch Kit	Equipping the Finisher with this makes it possible to punch holes in the copies.
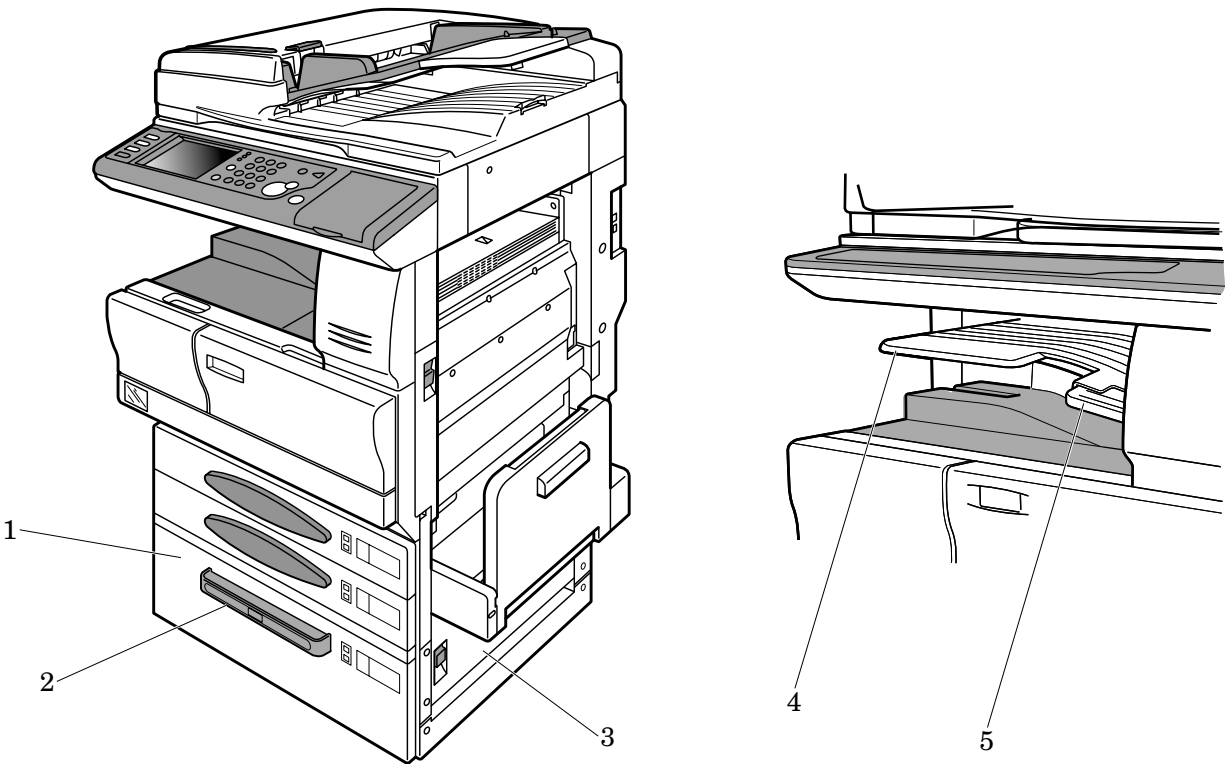
■ Large capacity cassette

No.	Name	Function
1	3rd Paper Cassette	This holds approximately 2,500 sheets of letter sized paper.
2	Drawer Release Button	Press this when adding paper.
3	Right Lower Door	Open this when there is a paper jam.

■ 2-Bin tray

No.	Name	Function
4	2-Bin Tray Bins	This can seperate copy, fax or print jobs.
5	Paper Removal Lever	Pull this to remove paper from the 2-Bin tray bins.

Control panel part names and functions
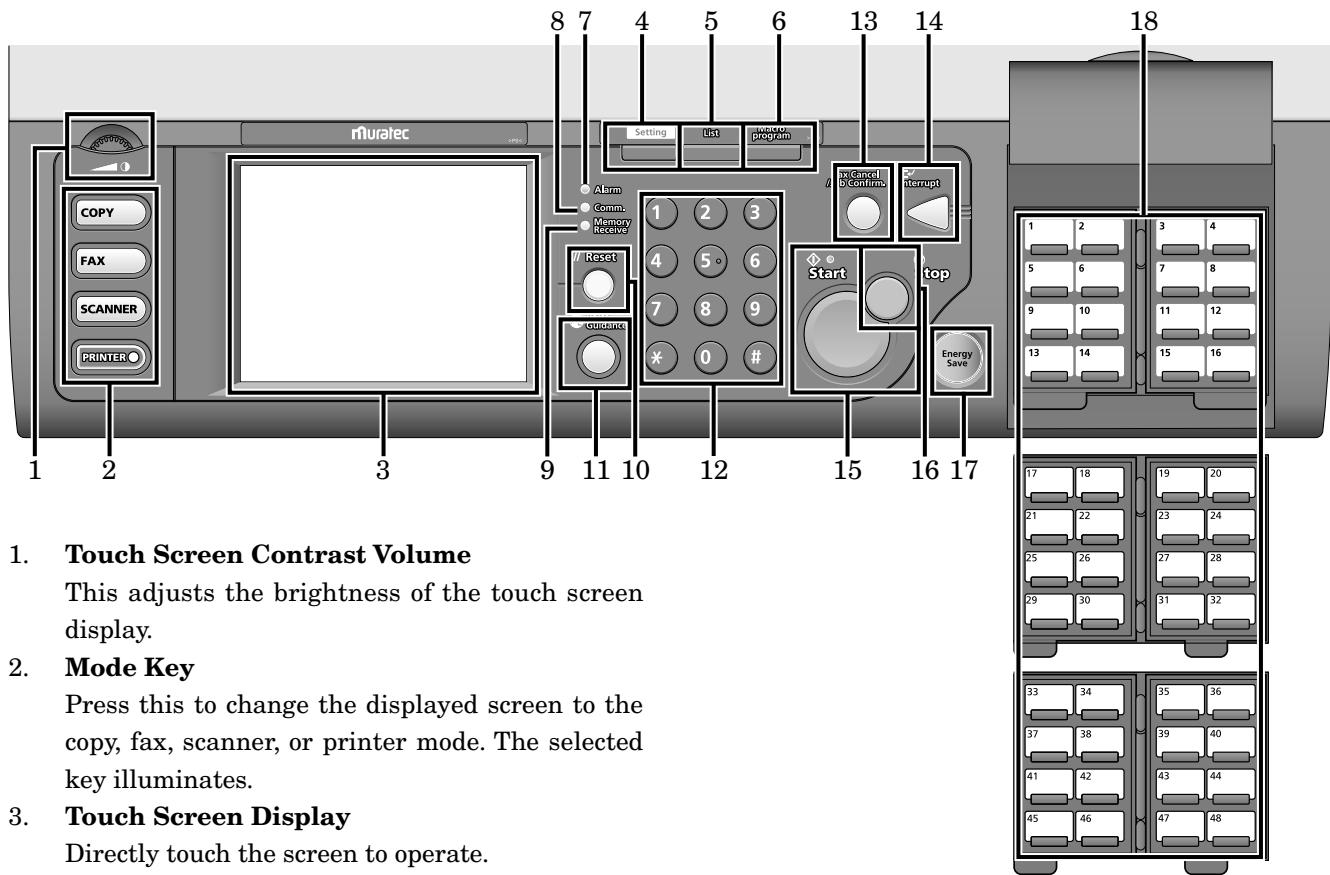
1. **Touch Screen Contrast Volume**

   This adjusts the brightness of the touch screen display.

2. **Mode Key**

   Press this to change the displayed screen to the copy, fax, scanner, or printer mode. The selected key illuminates.

3. **Touch Screen Display**

   Directly touch the screen to operate.

4. **SETTING**

   Press this to call up the functions.

5. **LIST**

   Press this to print the various lists.

6. **MACRO**

   Press this to run, edit or delete macros. (see page 4-2)

7. **ALARM Lamp**

   This illuminates when an error occurs. (see page 5-24)

8. **COMMUNICATING Lamp**

   This illuminates when communicating.

9. **MEMORY RECEIVE Lamp**

   This illuminates when the paper has run out and the received data is being placed into memory.

10. **RESET**

    Press this to stop the operation or to delete and initialize the settings.

11. **VOICE GUIDANCE**

    Press this to hear how to remove a paper jam or an explanation of a function. This key illuminates when voice guidance is being given and when it is possible to hear guidance. (see page 1-58)

12. **Numeric Keypad**

    Press these keys to enter numbers when dialing a phone number, specifying how many copies to make, etc.

13. **FAX CANCEL/JOB CONFIRM**

    This is used to stop or check the transmission.

14. **INTERRUPT**

    Press this when copying or printing a received fax to give priority to another copy job. This key illuminates when pressed.

15. **START**

    Press this to start the job procedure.

16. **STOP**

    Press this to stop the machine's operation.

17. **ENERGY SAVE**

    Press this to put the machine into Energy Save Mode in order to reduce power consumption. (see page 1-25)

18. **One-Touch Key**

    Press to send a document instantly. The one-touch key corresponds to the numbers registered in speed-dial numbers 001 to 048.

Getting Started
COPY Chapter1
COPY Chapter2
COPY Chapter3
FAX Chapter1
FAX Chapter2
FAX Chapter3
FAX Chapter4
Common Settings
In This Case...
Appendix
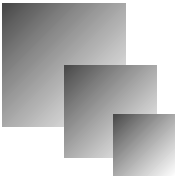
Touch Screen Display

The touch screen display allows the function keys displayed on the screen to be operated by directly touching them.
Functions and number values can be changed by touching the keys or tabs displayed on the screen.

To change the screen

You can switch to the copy standby screen or fax standby screen by pressing the mode key.

Mode key

Copy standby screen

```
Copy Ready                Set  001
                       Memory  100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
      OFF
Zoom
      100%                    1  LTR
Finishing                     2  LTR
  No Sort                     3  LGL
Others                        4  11x17
```

Fax standby screen

```
Fax Ready          Fax Ready Mode
     Sep 24 2004 01:30pm  Memory  100%
Resolution  Index           ◄  1/2  ►
   Normal
Contrast   Atlanta  New York  Los Angels
   Normal  Office   Office    Office
Broadcast  Chicago  Houston   Seattle
      OFF  Office   Office    Office
           London   Paris     Hong Kong
Monitor    Office   Office    Office
Tx Report  Tokyo    Domestic  Overseas
      OFF  Office   Sales Dep Sales Dep
Others     ◄   All  Numeric   AB    ►
                    List
```

Scanner standby screen

```
Scan Ready
     Sep 24 2004 01:30pm  Memory  100%
Doc.Type              ◄  1/2  ►
     Auto
Contrast  01:01   02:02   03:03
     Auto
Resolution 04:04  05:05   06:06
   200dpi
Zoom      07:07   08:08   09:09
      100%
Scan Size 10:10   11:11   12:12
     Auto
Others    13:13   14:14   15:15
```

Printer standby screen

```
Print Ready
On Line Mode
     Sep 24 2004 01:30pm  Memory  100%
Off Line
                              1  LTR
                              2  LTR
                              3  LGL
                              4  11x17
```
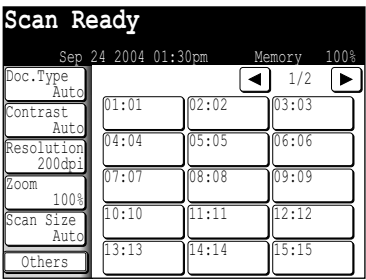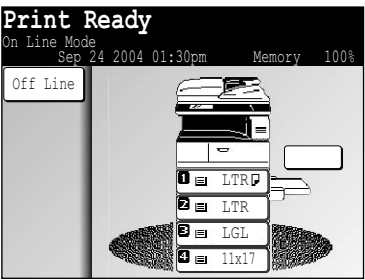
For information regarding the scanner and printer screens, refer to the Printer User manual and TWAIN User manual on the CD furnished with this manual together.

Part names and functions

Copy standby screen

Message Area

Copy Ready

Set **001**

Memory 100%

Set Number

Doc.Type
Auto

Contrast
Auto

DuplexCopy
OFF

Soft Key

Zoom
100%

Finishing
No Sort

Others

1 ▤ LTR
2 ▤ LTR
3 ▤ LGL
4 ▤ 11x17

Main Unit Icon

Name	Function
Message Area	This displays the current status, operation instructions, error messages, and other information.
Set Number	This displays the number of copies.
Main Unit Icon	This displays the status of the main unit. This can also be used to select the cassette to be used for copying. Note The screen display will change depending on the cassette that is installed.
Soft Key	This is used to set a variety of functions. It also displays the status of the selected function. This can be changed to the often-used functions. (see page 4-10)

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Fax standby screen
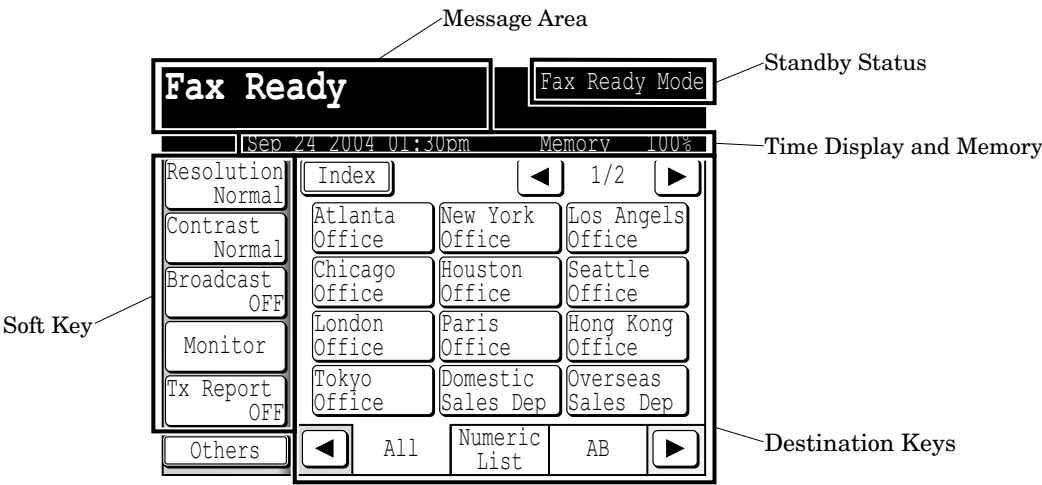
Message Area

Standby Status

Fax Ready

Fax Ready Mode

Sep 24 2004 01:30pm   Memory   100%

Time Display and Memory

Resolution
Normal

Index

◄   1/2   ►

Contrast
Normal

Atlanta
Office

New York
Office

Los Angels
Office

Broadcast
OFF

Chicago
Office

Houston
Office

Seattle
Office

Soft Key

London
Office

Paris
Office

Hong Kong
Office

Monitor

Tokyo
Office

Domestic
Sales Dep

Overseas
Sales Dep

Tx Report
OFF

Others

◄   All

Numeric
List

AB   ►

Destination Keys

Name	Function
Message Area	This displays the current status, operation instructions, error messages, and other information.
Standby Status	This displays the standby status.
Time Display and Memory	This displays the current date, time and amount of fax memory remaining.
Destination Keys	This shows the registered speed-dials and group locations.
Soft Key	This is used to set a variety of functions. It also displays the status of the selected function. This can be changed to the often-used functions. (see page 4-10)

Key displays and functions

■ Setting key

To set a function, press this key to open the setting screen. Some keys will display the setting value after the function has been set. When another setting is required to be set first or when the function cannot be combined with another function, it will be displayed in grey and cannot be selected. Also, when a function setting key is selected, the key colors will be displayed in reverse.

Reference ○

The contents of the setting key (Soft Key) displayed in the standby screen can be changed. (see page 4-10)

Doc.Type Auto ⟵⟶ Setting

<When key cannot be selected>

Combine OFF

<Before selection>   <After selection>

Photo   ⟺   Photo

■ Cursor keys

These keys are used when entering numbers or selecting functions. They are also used when changing screens.

<Number Entry>   <Screen Change>

0.1" ▲ ▼   ◀ 1/2 ▶

■ [Cancel], [Enter]

[Cancel] cancels the function or number specified on the screen and closes that screen.
[Enter] sets the function or number specified on the screen and closes that screen.

Cancel Enter

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
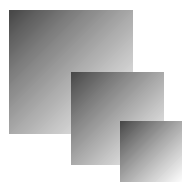
Power Switch and ENERGY SAVE

The machine has two power-related switches; the power switch and **ENERGY SAVE**.

Power switch

This is turned on (I) the first time you use the machine. Normally, this switch is left on. Turn off (○) the machine if you need to physically move it or it will be idle for an extended period of time.

*Faxes cannot be received when the power switch is turned off.
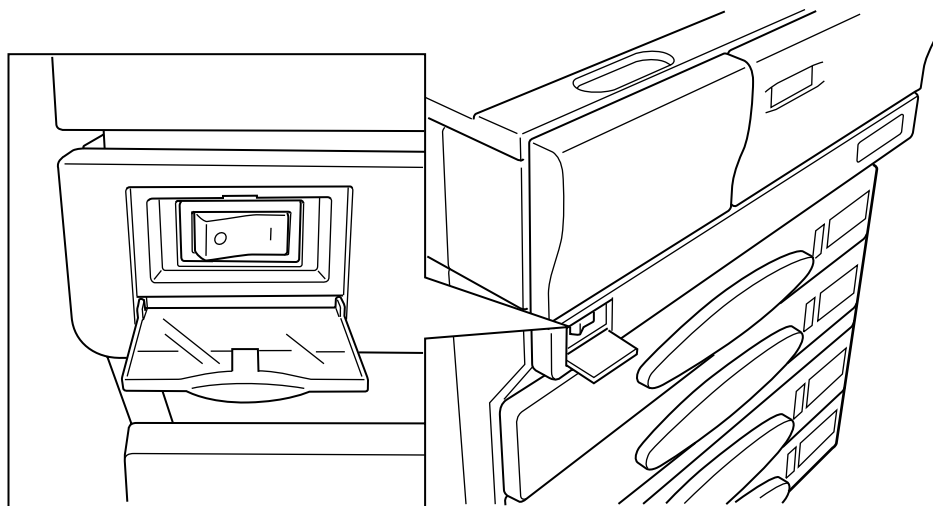
ENERGY SAVE **and energy save mode**

When the machine has been idle for a predetermined amount of time, the Energy Save mode will activate to conserve power. The Energy Save mode consists of the "Low Power Mode" and the "Sleep Mode". **ENERGY SAVE** is used to activate the Energy Save mode.
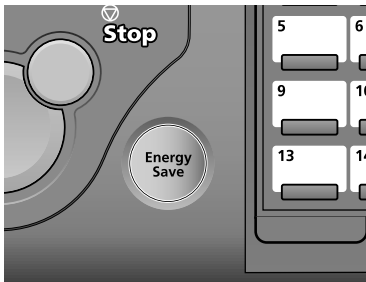
Low Power Mode

· When **ENERGY SAVE** is pressed, the touch screen and the various lamps are turned off and the printer enters the rest state (Low Power Mode) to conserve power.

· If the machine is not used for 15 min, it will automatically enter the Low Power Mode. This value can be changed in Low Power Mode setting displayed after pressing **[Energy Save Mode]** in **[Management]**. (see page 4-36)

· **ENERGY SAVE** illuminates in green when the machine is in the Low Power Mode.

· When any key or the touch screen is pressed while in the Low Power Mode, the machine will "wake-up" and return to the normal standby state.

Sleep Mode

· To put the machine in Sleep mode, hold down **ENERGY SAVE** for 3 seconds.

· When the machine remains in the Low Power Mode for 1 hour, it will automatically enter the Sleep Mode. This value can be changed in the **[Sleep Mode Setting]** displayed after pressing **[Energy Save Mode]** in **[Management]**. (see page 4-36)

· When in Sleep Mode, all power is off, but the documents scanned into memory can be transmitted and received documents can be printed.

The number of reception ring becomes more than the set number in Sleep Mode.

· **ENERGY SAVE** illuminates in red when the machine is in the Sleep Mode.

· When **ENERGY SAVE** is pressed in the Sleep Mode, the machine returns to the normal standby state.

· The time to cancel or start the Energy Save Mode can be set. (For Energy Save Mode Time Setting, see page 4-36.)

Note

The Energy Save Mode will not activate if there is a print error, such as an out-of-paper status or paper jam.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
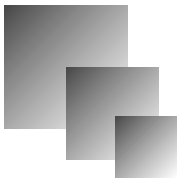
Loading Paper

Acceptable paper sizes

●Using the following paper is recommended to effectively utilize the performance of this product.
●Specified paper is paper recommended by Muratec.
●When printing on commonly available paper, refer to the following table and use paper that meets the specifications.

■ Paper cassette

|	Paper size	Paper weight	Paper capacity
From Cassette 1 to Cassette 4 *Cassettes 1 and 2 are main unit cassettes, Cassette 3 is 1-level paper unit or the upper level of the 2-level paper unit, and Cassette 4 is the lower level of the 2-level paper unit.	Letter, Letter ◪, Legal, 11"×17", Half-letter, A3, B4, A4, A4 ◪, B5, B5 ◪, F4, Executive, Executive ◪	Plain paper, Recycled paper : 56 to 90 g/m²	Approx. 500 sheets
Large capacity cassette	Letter ◪	Plain paper, Recycled paper : 56 to 90 g/m²	Approx. 2,500 sheets

■ Bypass tray

Paper size-Paper type	Paper weight	Paper capacity
Regular size paper The following paper size can be automatically detected: Letter, Letter ◪, Half-letter, Half-letter ◪, Legal, 11"×17", F4, Executive, Executive ◪, A4 ◪, A3, B4 The following paper size can be set, but cannot be automatically detected: A4, B5, B5 ◪, A5, A5 ◪, A6, CM10, DL Special paper OHP film, Postcards, Labels, Envelopes Custom paper Paper vertical (length): 3.9 inches to 11.7 inches Paper horizontal (width): 5.5 inches to 17.0 inches	Plain paper: 56 to 90 g/m² Paste board: 91 to 209 g/m² Recycled paper: 60 to 90 g/m²	Plain paper, Recycled paper : Approx. 150 sheets Paste board: Approx. 50 sheets OHP film: Approx. 50 sheets Postcards: Approx. 50 sheets Labels: Approx. 50 sheets Envelops: Approx. 10 sheets

■ Duplex printing

Paper size-Paper type
Regular size paper (plain paper only) 11"×17", Legal, Letter, Letter ▗

■ How to store paper

Acceptable paper, if improperly stored, could cause frequent paper jams, reduced print quality and cause equipment malfunction. Store the paper in a location that meets the following conditions.

· Store in a place with low humidity.

· After opening the wrapping, wrap the unused paper in the same wrapper and store it in the cabinet or a location with low humidity.

· Store the paper in a flat location - do not stand it on end.

· Avoid wrinkles, folding, curling, etc.

· Store in a place out of direct sunlight.

Unacceptable paper

Do not use the following papers. Using them could cause poor printing quality, paper jams, or equipment malfunction.

·OHP film that has already been printed on once

  *Even OHP film that was output without printing on it cannot be reused.

· Paper printed on by a thermal printer or an inkjet printer

· Paper that is too thick or too thin

· Paper that is creased, folded, wrinkled, or torn

· Paper for which the wrapping has been open for an extended period of time

· Paper that has absorbed moisture

· Paper with holes for binders or paper with perforated lines

· Paper with surfaces that are too smooth, too rough, or not uniform

· Paper with processed surfaces, such as carbon paper, thermal paper, or pressure sensitive paper

· Paper subject to processing such as gilding or embossing

· Paper of different sizes mixed together

· Irregularly shaped paper (paper that is not rectangular)

· Paper that is fastened by glue, staples, paper clips, etc.

· Paper with labels stuck to it

· Paper with ribbons, hooks, buttons, etc. attached to it

· Paper that is curled or waved

· Art paper, coated paper, coated paper for inkjet printers

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Printing area

The area image shown below cannot be printed on.

Area A that is 0.04 inches ± 0.16 inches (when enlarged) from the front edge of the paper.
Area B that is 0.04 inches ± 0.16 inches (when enlarged) from the back edge of the paper.
Area C that is 0.04 inches ± 0.16 inches (when enlarged) from the edge of the paper.

Paper discharge direction

A, B, C: 0.04 inches ± 0.16 inches (When evenly magnified)
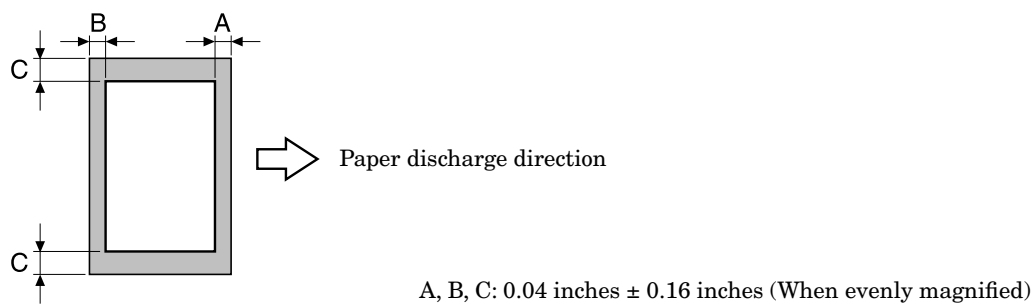
Reference

The blank border around the paper can be changed. (see page 4-37)

Automatic paper supply function

If the paper from the currently selected paper supply tray runs out during printing, the machine automatically switches to the appropriate cassette and continues printing.

If the large capacity cassette is installed, continuous printing or copying can be performed for a maximum of 3,500 sheets. (For Letter paper)

■ Paper supply changing order

If the Automatic paper supply function is operating, the paper cassettes and trays are selected with the following priority.

1st Paper Cassette ⇒ 2nd Paper Cassette ⇒ 3rd Paper Cassette ⇒ 4th Paper Cassette ⇒ Bypass Tray

Reference

If the bypass tray is used by Automatic paper supply, the machine must be set to "Select Print Cassette". (see page 4-31)

Note

If special paper, such as OHP film or label sheets, is loaded in the bypass tray, Automatic paper supply could be triggered causing the wrong paper to be supplied. In this case, it is recommended that the paper type should be set to other than plain paper in the bypass paper setting. (see page 1-37)

How to load paper

Strictly observe the following precautions when loading the paper.

● If the paper is curled, flatten it out before placing it in the cassette.

● Load the paper so that it does not go higher than the ▼ mark or exceed the specified number of sheets.

● Align the guide plate firmly against the edge of the paper.

Note

It is recommended that all of the paper in the cassette or tray be used up before new paper is added.

● When loading the paper, remove any paper remaining in the paper cassette or tray, combine it with the new paper, tap the paper flush, and then load it.

Loading paper in paper cassette

Use the following procedure to load the paper into the main unit cassette or 1-cassette cabinet or 2-cassette cabinet.

Note

Set the guide plate squarely in the groove.

1 Pull out the paper cassette to be loaded.
Slide the guide plate to align it to the proper paper size.
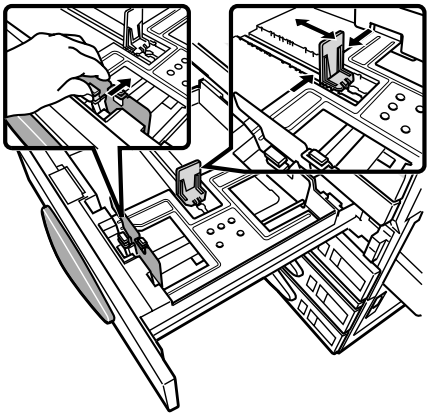
Note

Do not touch the Mylar with your hands.

2 Load the paper with the side to be printed on (side facing up when the wrapping was opened) facing up.

Mylar
Do not touch with your hands.
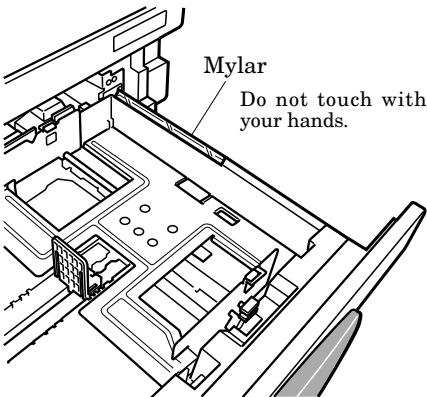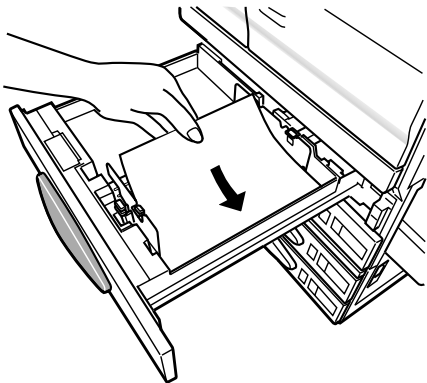
3 Again slide the guide plate to align it to the paper size.

4 Close the paper cassette.
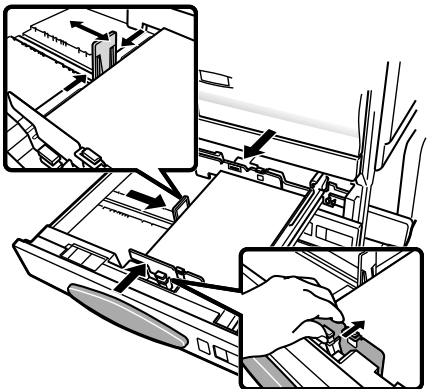
Loading paper into large capacity cassette

Use the following procedure to load paper into the large capacity cassette.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Note

If the power is off, the cabinet cannot be opened.

1 Press the Drawer release button.
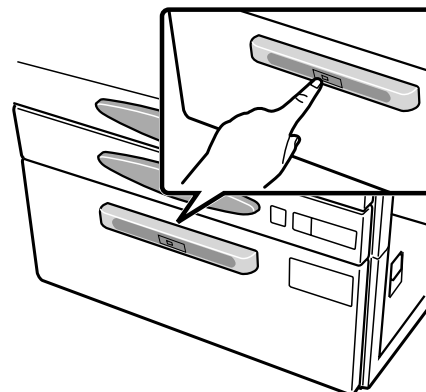
Note

Do not touch the Mylar with your hands.

2 Load the paper with the side to be printed on (side facing up when the wrapping was opened) facing up, and load it into the right side of the paper supply cabinet.

Mylar

Do not touch with your hands.
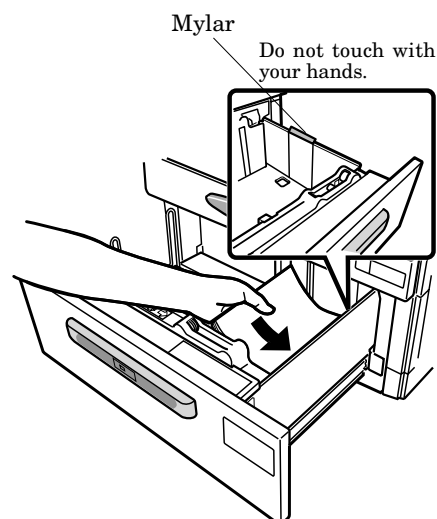
3 Load the paper with the side to be printed on (side facing up when the wrapping was opened) facing up, and load it into the left side of the paper supply cabinet.
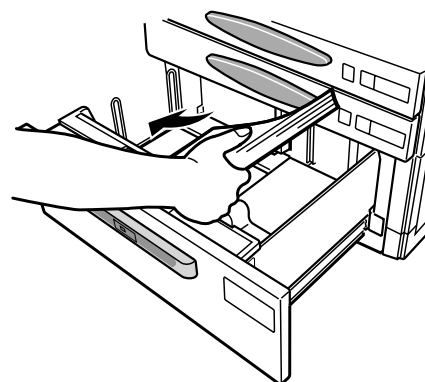
4 Close the paper cassette.

Loading paper into bypass tray

Use the bypass tray to print on plain paper, postcards, envelopes, OHP film and label sheets. The loaded paper will be printed on the downward side.

Reference ●

·When loading anything other than plain paper, the paper type must be set. (see page 1-38)
·When loading custom size paper, the paper size must be registered. (see page 1-37)

1 Open the bypass tray.
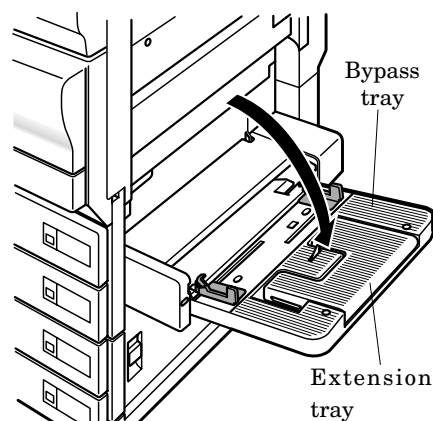
Bypass tray

Extension tray

● When loading paper that is larger than the bypass tray, open the extension tray.

Extension tray
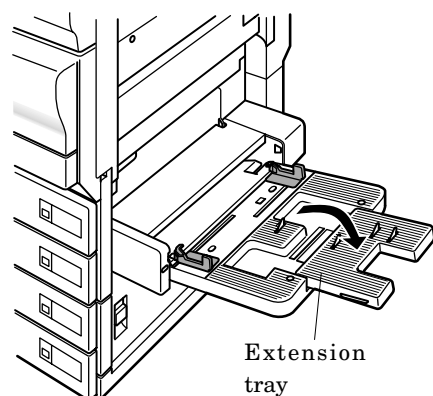
Note ○

· Load the paper so that it does not go higher than the ▼ mark.
· Align the guide plate firmly against the edge of the paper.

2 Align the guide plate to the paper size, face the printing surface downward, and load the paper by inserting its edge all the way to the back.

Guide plate
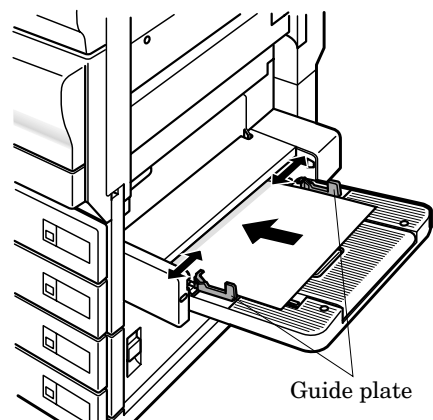
3 The bypass tray is automatically selected when paper is loaded in it.

```
Copy Ready                 Set    001
                         Memory    100%
Doc.Type
     Auto
Contrast
Du    ┌─────────────────────────────┐
      │   Paper loaded in the bypass │
      └─────────────────────────────┘
Zoom                  🔳 📄 LTR📄
     100%             🔳 📄 LTR
Finishing             🔳 📄 LGL
  No Sort             🔳 📄 11x17
  Others
```
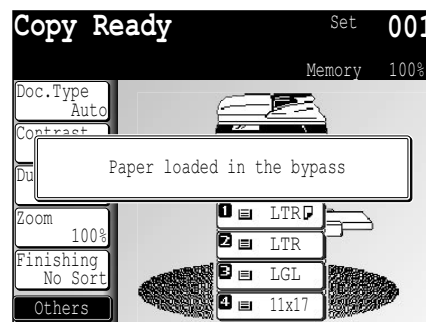
■ When the paper size is registered (see page 1-37)

(1) When a paper size that differs from the registered paper size (see page 1-37) is loaded, the message at right is displayed.

(2) To change the paper size to the automatically detected size, press **[Yes]**.

```
                           Set    001
                         Memory    100%
Doc.Type
   ┌─────────────────────────────┐
   │ Paper is set to bypass tray. │
Co │ Auto-detected size:Letter    │
Du │ Paper Type:Plain             │
   │ Do you want to set it?       │
Zo │                              │
   │                              │
F. │              ┌─────┐ ┌─────┐ │
   │              │ Yes │ │ No  │ │
   │              └─────┘ └─────┘ │
   └─────────────────────────────┘
```
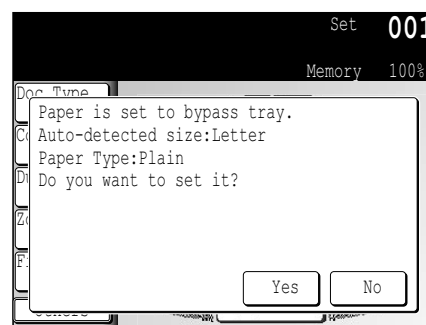
Note
If you press **[No]**, the paper will be recognized as the size registered in bypass paper size.

Note
Custom sized paper is not automatically detected.

4 The auto-detected paper size is displayed.

```
Copy Ready                 Set    001
                         Memory    100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
     OFF                          ┌─────┐
Zoom                              │ LTR │
     100%             🔳 📄 LTR📄  └─────┘
Finishing             🔳 📄 LTR
  No Sort             🔳 📄 LGL
  Others              🔳 📄 11x17
```
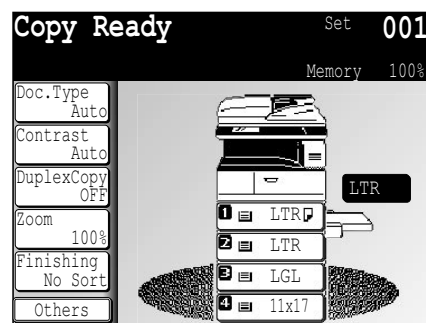
Note
When the size of the paper loaded in the bypass tray is not automatically detected, the message at right is displayed.
Select the paper size and press **[Enter]**.
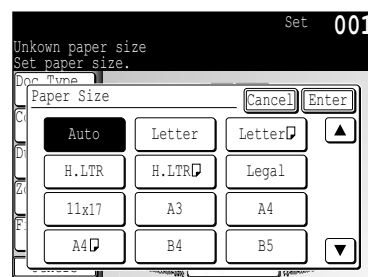
```
                           Set    001
Unkown paper size
Set paper size.
Doc Type
   ┌──────────────────────────────┐
   │ Paper Size      Cancel Enter  │
   │                               │
   │ ┌──────┐┌───────┐┌───────┐ ▲ │
   │ │ Auto ││Letter ││Letter📄│   │
   │ └──────┘└───────┘└───────┘    │
   │ ┌──────┐┌───────┐┌───────┐    │
   │ │H.LTR ││H.LTR📄││ Legal │    │
   │ └──────┘└───────┘└───────┘    │
   │ ┌──────┐┌───────┐┌───────┐    │
   │ │11x17 ││  A3   ││  A4   │    │
   │ └──────┘└───────┘└───────┘    │
   │ ┌──────┐┌───────┐┌───────┐ ▼ │
   │ │ A4📄 ││  B4   ││  B5   │    │
   │ └──────┘└───────┘└───────┘    │
   └──────────────────────────────┘
```

How to load paper into bypass tray by paper type

Reference ○

When loading anything other than plain paper, the paper type must be set. (see page 1-38)

■ **For plain paper**

1 Open the bypass tray.
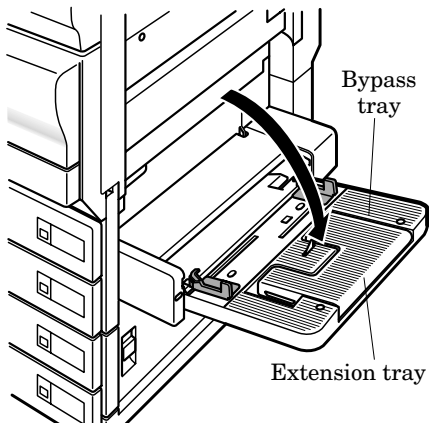
Bypass
tray

Extension tray

● When loading paper that is larger than the bypass tray, open the extension tray.

Extension
tray
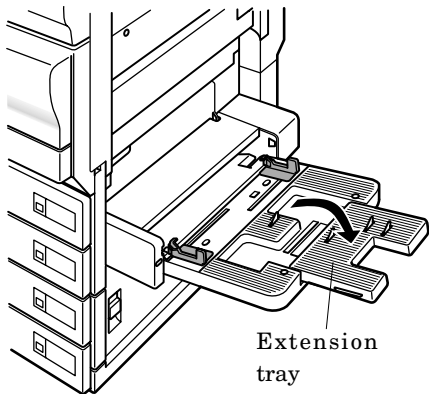
Note ○

· Load the paper so that it does not go higher than the ▼ mark. (Up to Approx. 150 sheets)
·Align the guide plate firmly against the edge of the paper.

2 Align the guide plate to the paper size and load the paper by inserting its edge all the way to the back.

Guide plate
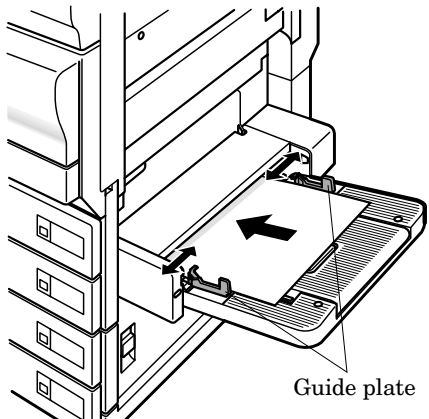
Note

· When loading envelopes,
push out the air in the
envelopes and firmly
press down the flaps.
· If air remains in the
envelopes or the flaps
stick up, the envelopes
could become wrinkled
or jammed.
· Do not load more than
10 envelopes at a time.

Reference

After loading the paper,
set the paper type of the
bypass paper setting to
[Env/Post]. (see page
1-38)

Note

· Do not load the enve-
lopes in the ▛ direction.
· Do not load the envelops
with the flaps facing
down.

■ For envelopes

When loading envelopes, load
them with the flaps facing up as
shown in the illustration.

■ For OHP film

1 When loading OHP film, load it to match the orientation of the document.
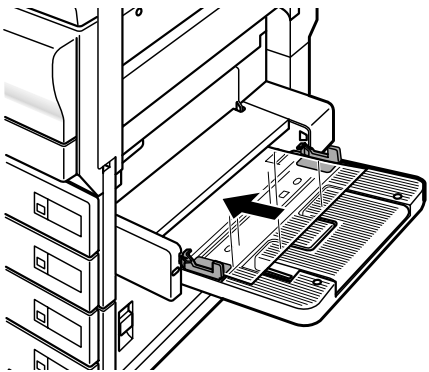
2 Place the printing surface downward and load the film.
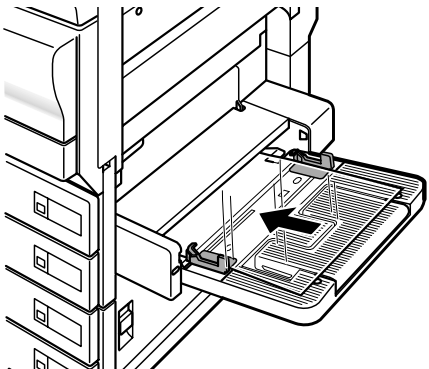
■ For label sheets

1 When loading label sheets, load it to match the orientation of the document.
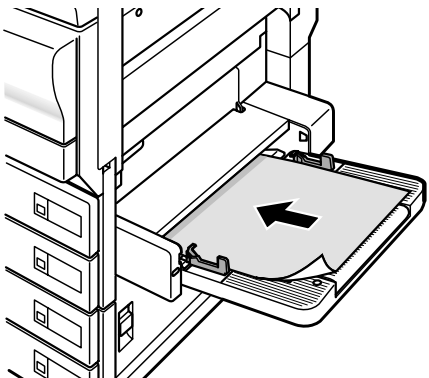
2 Place the printing surface downward and load the sheets.
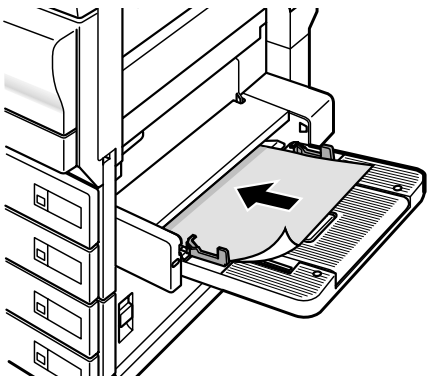
Bypass paper registration

This operation can be simplified by registering paper often used in the bypass tray. Up to 3 custom sized papers can be registered.

1 Press **SETTING**.

2 Press **[Paper Settings]**.

```
Settings
Select item to edit.

                                    Enter

Speed Dial  Group Name  Paper     Store Doc
                        Settings  Settings
  Copy       Fax        Sca
Functions  Functions    Set      Management
  User
 Install    Counter
```

3 Press **[Bypass Paper]**.

```
Paper Settings
Select item to edit.

                                    Enter

Bypass                 Select    Separate
Paper    List Paper  Print Cass  Rx Page
```
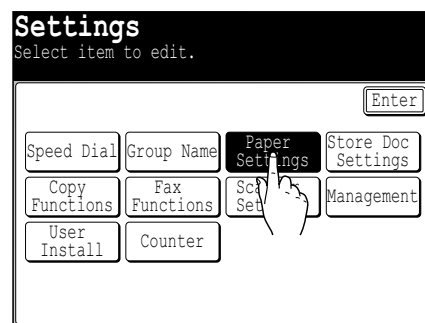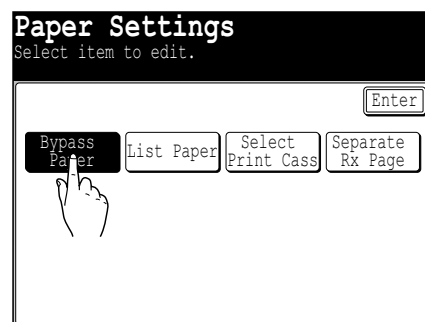
■ Registering often-used sizes

This operation can be simplified by registering the paper size often-used in the bypass tray.

4 Press **[Paper Size]**.
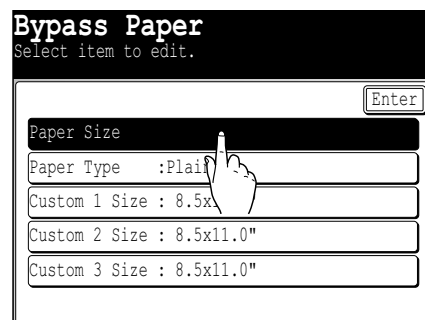
```
Bypass Paper
Select item to edit.

                                    Enter

Paper Size

Paper Type    :Plain

Custom 1 Size : 8.5x

Custom 2 Size : 8.5x11.0"

Custom 3 Size : 8.5x11.0"
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Note

To use automatic selection each time paper is loaded, select **[Auto]**.

5 (1) Select the paper size.
(2) Press **[Enter]**.

Bypass Paper
Select the paper size and select [Enter].

Paper Size		Cancel	Enter
Auto	Letter	Letter↲	▲
H.LTR	H.↲	Legal	
11x17	A.	A4	
A4↲	B4	B5	▼
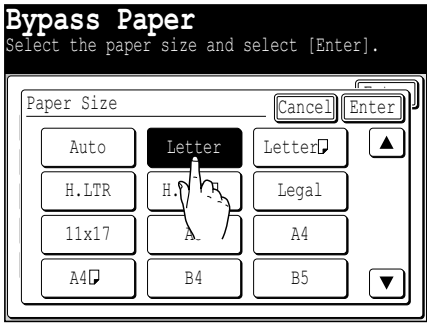
■ **Paper types**

Register the paper type used in the bypass tray.

6 Press **[Paper Type]**.

Bypass Paper
Select item to edit.

Enter

Paper Size   :Letter
Paper Type   :Plain
Custom 1 Size : 8.5x...
Custom 2 Size : 8.5x...
Custom 3 Size : 8.5x11.0"
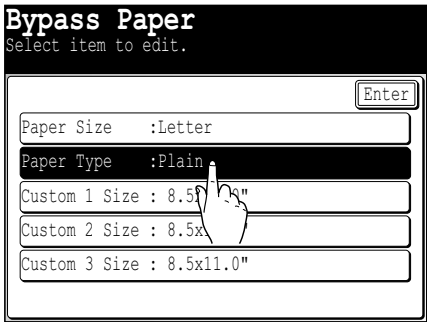
7 (1) Select the paper type.
(2) Press **[Enter]**.

Bypass Paper
Select the paper type and select [Enter].

Paper Type		Cancel	Enter
Plain	PasteBoard	OHP	
Env/Post			
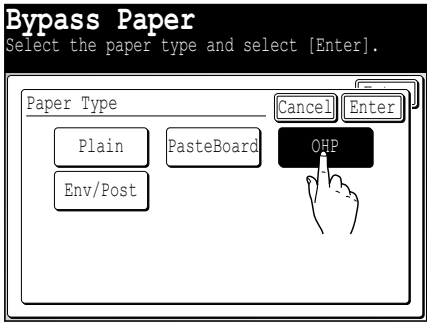
■ **Registering custom sizes**

When using a custom size, set the width and length of the paper. Up to 3 types of custom paper can be registered.

8 Press **[Custom 1 Size]**.

Bypass Paper
Select item to edit.

Enter

Paper Size   :Letter
Paper Type   :OHP
Custom 1 Size : 8.5x1..0"
Custom 2 Size : 8.5x...
Custom 3 Size : 8.5x...

9 (1) Press **[Length]**.

Custom 1 Size
Adjust the length/width and select [Enter].

If you use the paper for PC Print,   [Enter]
set the length longer than width.

Ppr.   Length
            8.5"
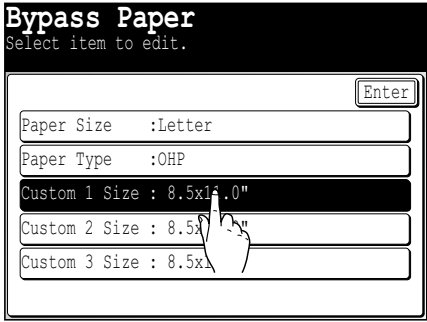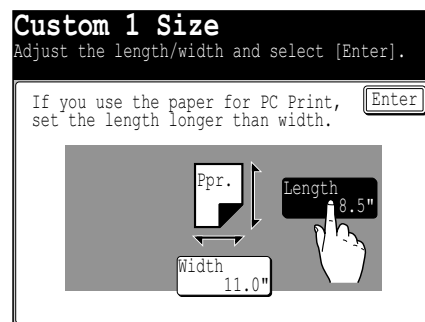
Width
    11.0"

(2) Use **[▲] [▼]** or the numeric
    keypad to enter the length.
(3) Press **[Enter]** after entering
    the size.

Custom 1 Size
Use the arrows or numeric keypad to input
the width and select [Enter].

Length   Cancel Enter

Input range: 3.9-11.7

    08.5"   ▲
                 ▼
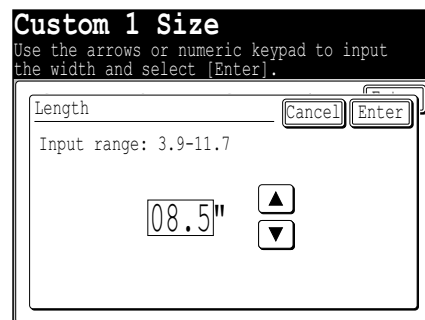
(4) Enter **[Width]** in the same
    way.

10 Press **[Enter]** after entering the length and width. Enter other cus-
tom sizes in the same way.

Note

Press **RESET** to return to the standby screen.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
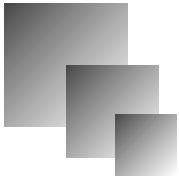
How to Load Document

There are two ways to scan a document, one is using the "ADF" to automatically feed the document, and the other is the "document glass" that is used to scan books and other three-dimensional objects.

Loadable document sizes

●Document size for the ADF

⇦ Maximum size

11.7 inches (297 mm)

⇦ Minimum size

4.7 inches (120 mm)

3.9 inches (100 mm)

∗ ⇦ Document feed direction

Tx : 35.4 inches (900 mm) (25.6 inches in 600 dpi × 600 dpi)
Copy: 17.7 inches (450 mm)
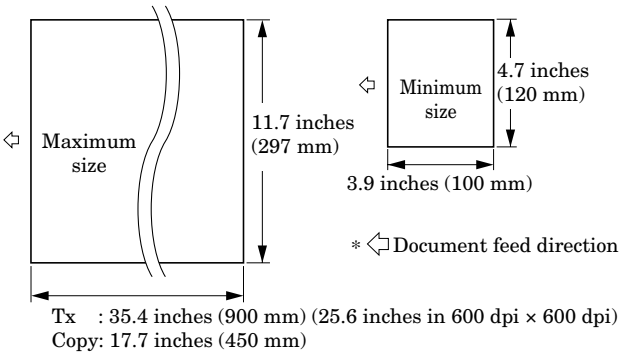
●Document size for the document glass

↘ Loading standard position

11.0 inches (279 mm)

Maximum size

17.0 inces (432 mm)
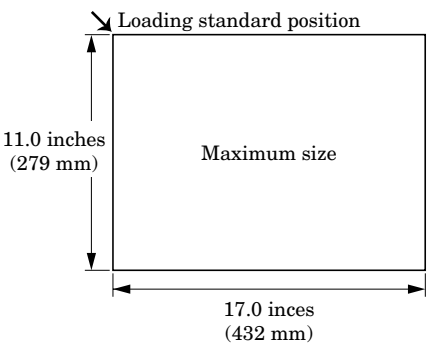
◆For the ADF

	When scanning just one sheet	For automatic continuous scanning
Maximum	Vertical 11.7 inches × horizontal 35.4 inches (11.7 inches × 25.6 inches in 600 dpi × 600 dpi) When copying: Horizontal 17.7 inches	Vertical 11.7 inches × horizontal 17.0 inches (JIS A3) (11.7 inches × 25.6 inches in 600 dpi × 600 dpi) When copying: Horizontal 17.7 inches
Minimum	Vertical 4.7 inches × horizontal 3.9 inches	Vertical 5.8 inches × horizontal 4.1 inches (JIS A6 ⬜)
Number of sheets that can be loaded at once	—	11"×17": 30 sheets Letter (80 g/m^2): 100 sheets
Document paper thickness	35~128 g/m^2 (0.05~0.15 mm)	52.3~104.7 g/m^2 (0.07~0.12 mm)
Document paper quality	High-quality paper or comparable	

Up to 17.0 inches (432 mm) is copied. (The remaining 0.7 inch (18 mm) is not copied.)

◆For the document glass

Maximum	Vertical 17.0 inches × horizontal 11.0 inches
Minimum	Unlimited

Document scan range

Be aware that the inclined areas will not be scanned even if there are characters on them.

fax : 0.08 inches (2 mm)
copy: 0 inch (0 mm)

11" × 17"

fax : 0.08 inches (2 mm)
copy: 0 inch (0 mm)

fax : 10.9 inches (277 mm)
copy: 11.0 inches (279 mm)

fax : 0.08 inches (2 mm)
copy: 0 inch (0 mm)

Letter

fax : 0.08 inches (2 mm)
copy: 0 inches (0 mm)

fax : 8.4 inches (214 mm)
copy: 8.5 inches (216 mm)
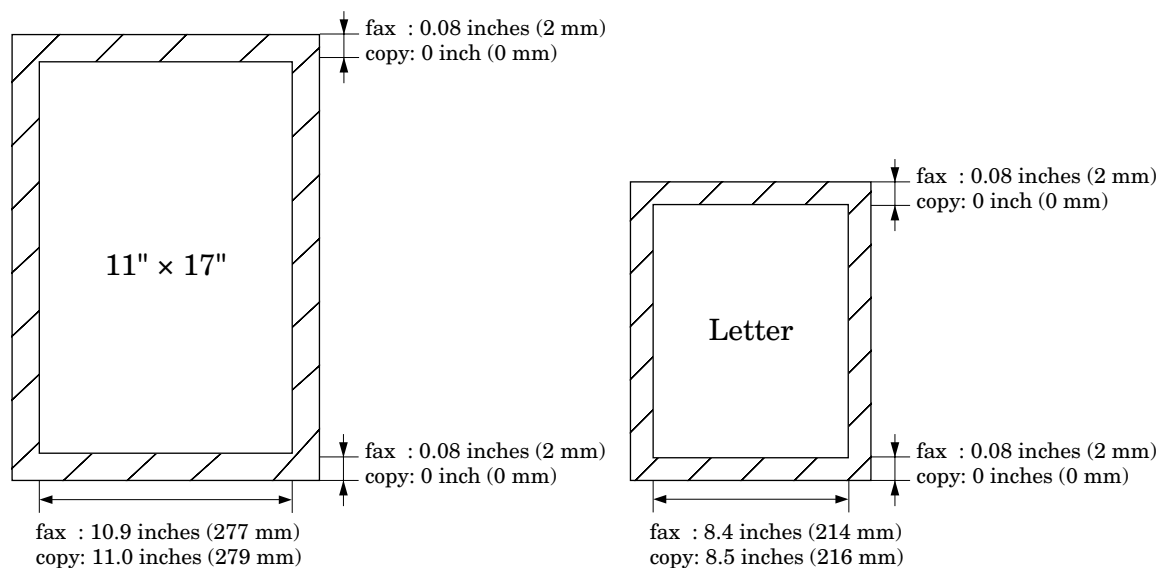
Document precautions

The following documents cannot be loaded in the ADF.
Please use the document glass.

· Torn documents or those with holes in them
· Extremely wrinkled or curled documents
· Moistened documents
· Documents with static electricity
· Documents with carbon on the back
· Cloth or metal sheets, OHP sheets
· Documents with staples, paper clips, or adhesive tape on them
· Documents joined or glued together
· Glossy documents or documents with a special coating

Placing the following types of documents on the document glass could scratch or crack the glass.

· Strongly pressing down on a document when copying a thick document
· When a hard object is being used as a document, place it carefully on the document glass.
· Sharp protrusions could scratch the document glass.

How to load document

Make sure to dry correction fluid, ink and stamped areas completely before loading the document.

◆When loading the document in the ADF
  (1) Place the surface to be copied or transmitted upward and load it all the way to the back on the left side of the machine. (The loaded document will be copied or transmitted from the top of the stack.)
  (2) Align the document guide with the document width.
  (3) Carefully adjust it until it touches the edge of the document.

Face the surface of the document to be
copied or transmitted upward.
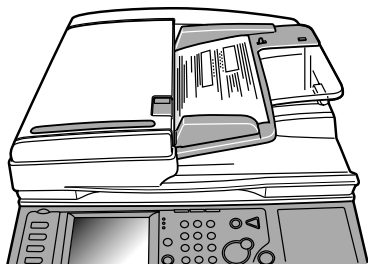
◆When placing the document on the document glass
  (1)Open the platen cover, place the surface to be copied or transmitted downward, and align the document to the loading guide on the back of the left side.
  (2)Carefully close the platen cover to closely fit the document to the glass.

Align the document to the back of the left side.
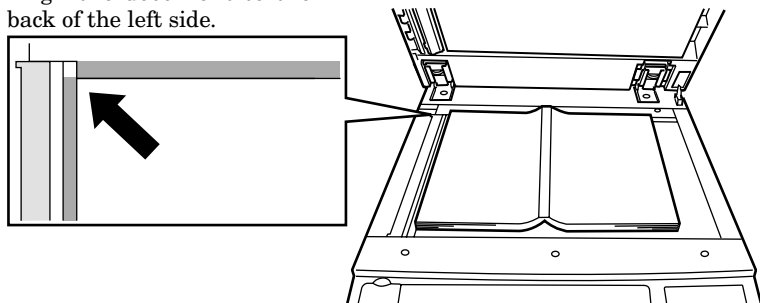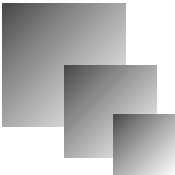
How to Enter Characters

Refer to this section when entering characters for names. The characters that can be entered are alphanumeric characters and symbols.

Character entry screen

■ Character entry screen

Cursor keys
They move the character entry position.

Edit window
This displays the entered characters.

```
Name                    Cancel    Enter
ABC_
                ◄   ►   Clear    3/ 24

1  2  3  4  5  6  7  8  9  0
Q  W  E  R  T  Y  U  I  O  P
 A  S  D  F  G  H  J  K  L
_  Z  X  C  V  B  N  M  .  @

   Lower    Symbol    Space
```

Clear
Press this to delete the characters.

Number of entered characters /Number of characters that can be entered
This displays the number of characters that can be entered and the number of characters entered so far.

Mode selection keys
They change the type of characters that are entered.

Entering alphabet characters

1 Select the characters to be entered from the character panel.

Name   Cancel   Enter

ABC_

◀ ▶ Clear   3/ 24

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M . @

Lower   Symbol   Space

COPY
Chapter1

COPY
Chapter2
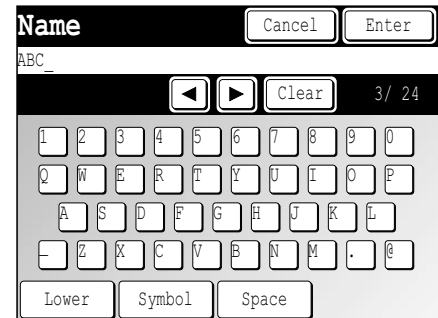
COPY
Chapter3

■ Entering lower case letters

2 (1) Select **[Lower]**.

Name   Cancel   Enter

ABC_

◀ ▶ Clear   3/ 24

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
A S D F G H J K L
_ Z X C V B N M . @

Lower   Symbol   Space

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Note

Press **[Upper]** to enter the upper case letters again.

(2) This enters lower case letters.

Name   Cancel   Enter

ABCoffice_

◀ ▶ Clear   9/ 24

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
_ z x c v b n m . @

Upper   Symbol   Space

Entering symbols and special characters

1 Select **[Symbol]**.

```
Name                      Cancel   Enter
ABC_
                    ◄  ►   Clear    3/ 24
1  2  3  4  5  6  7  8  9  0
Q  W  E  R  T  Y  U  I  O  P
  A  S  D  F  G  H  J  K  L
_  Z  X  C  V  B  N  M  .  @
     Lower   Symbol   Space
```

Note

Enter "_ (underbars)", ". (dot)" and "@ (at mark)" in alphabet entry screen.

2 Select the symbol or special character to be entered.

```
Name                      Cancel   Enter
ABC,_
                    ◄  ►   Clear    4/ 24
_  ,  /  :  &  '  !  ?  "  ▲
#  §  %  (  )  *  +  ;  <
=  >  [  \  ]  ^     {  |   ¼
}  ~  ¡  ¢  £  ¤  ¥  ¦  §  ▼
        Alpha     Space
```
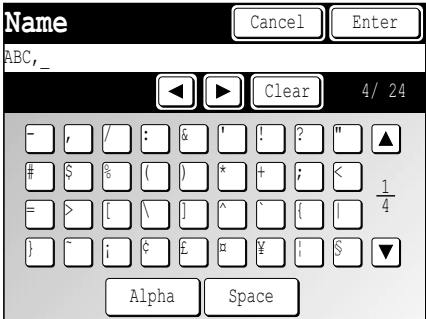
The symbols that can be entered are as follows.

Page	Symbol								
	—	,	/	:	&	'	!	?	"
1/4	#	$	%	(	)	*	+	;	<
	=	>	[	\	]	^	`	{	|
	}	~	¡	¢	£	¤	¥	¦	§
	¨	©	ª	«	¬	-	®	¯	°
2/4	±	²	³	´	µ	¶	·	¸	¹
	º	»	¼	½	¾	¿	À	Á	Â
	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë
	Ì	Í	Î	Ï	Ð	Ñ	Ò	Ó	Ô
3/4	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý
	Þ	ß	à	á	â	ã	ä	å	æ
	ç	è	é	ê	ë	ì	í	î	ï
4/4	ð	ñ	ò	ó	ô	õ	ö	÷	ø
	ù	ú	û	ü	ý	þ	ÿ		

Entering numbers/spaces

■ Entering numbers using the numeric keypad

1 Enter numbers pressing the numeric keypad.

■ Entering numbers from the character panel

1 Select the numbers to be entered from the character panel.
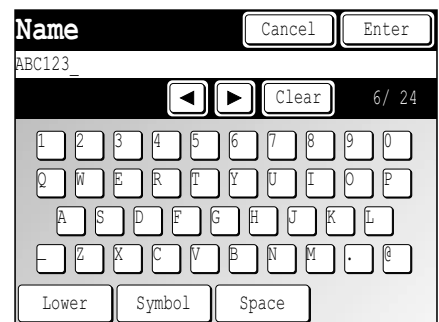
■ Entering spaces

2 Press **[Space]** while entering.
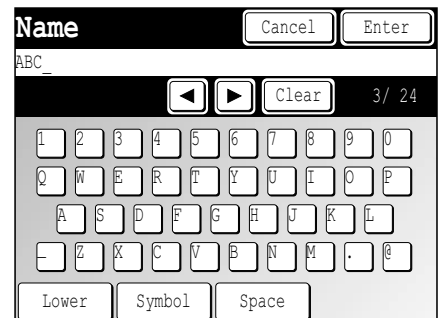
Deleting/Inserting characters

To delete a character, use **[◀] [▶]** to move the cursor to the character you want to delete, and then
press **[Clear]**.
And to insert a character, use **[◀] [▶]** to move the cursor to the insert position and enter the character.

■ Deleting characters

1 Use **[◀] [▶]** to move the cursor to
the character you want to delete.

| Name | | Cancel | Enter |

ABCDE

◀ ▶ Clear 5/ 24
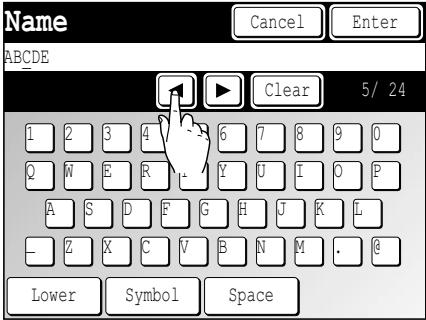
Note

The last entered character can be deleted by just pressing **[Clear]**.

2 Press **[Clear]**.

| Name | | Cancel | Enter |

ABDE

◀ ▶ Clear 4/ 24
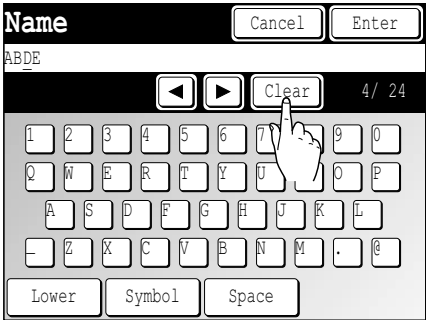
■ Inserting characters

1 Use **[◀] [▶]** to move the cursor to the position you want to insert the character.

| Name | | Cancel | Enter |

ABDE_

| ◀ | ▶ | Clear | 4/ 24 |

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L
_	Z	X	C	V	B	N	M	.	@

| Lower | Symbol | Space |

2 Enter the character. The character will be inserted before the cursor.
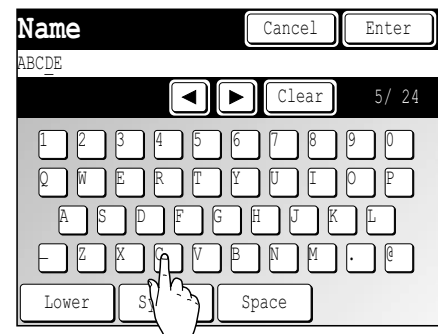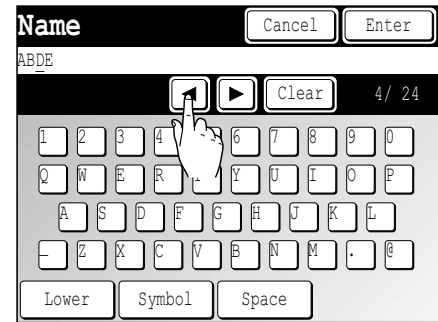
| Name | | Cancel | Enter |

ABCDE_

| ◀ | ▶ | Clear | 5/ 24 |

1	2	3	4	5	6	7	8	9	0
Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L
_	Z	X	C	V	B	N	M	.	@

| Lower | Symbol | Space |

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix
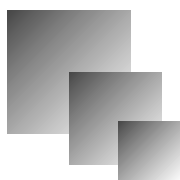
Basic Settings (Setting Mode)

Configure the settings required by the machine.

Operating tips

●Registration items in User Install are as follows:

· **Language setting**

You can select the language displayed in the Touch screen among English, French and Spanish. The default setting is English.

Note

The selected language will be applied to the output list as well as the screen display; however, the voice guidance is available only in English.

· **Time setting**

This is used to correctly set the display time. This is basic to all fax operations, such as the Delayed transmission and Journal. Enter the year, month, day, hour, and minutes. Use the 24-hour clock to enter the time.

· **Daylight saving time setting (DST)**

When this setting is ON, your machine automatically recognizes DST at 2 A.M. on the appropriate switchover Sunday each year. When the setting is OFF, no automatic change will occur.

· **Communication line**

Set this to match the type of line to which the machine is connected. If the wrong setting is made, telephoning and faxing cannot be performed.

· **Reception mode**

Select the desired reception mode from Fax Ready Mode, Tel Ready Mode, Tel/Fax Ready Mode, Fax/Tel Ready Mode, or Ans/Fax Ready Mode.

Reference

· **Dial tone detection**

This is used to detect the dial tone. Select OFF normally. Change to ON if the detection is required, however, which will prevent the fax transmission through the line that does not send the dial tone.

· **Senders name**

This makes it easy to show the senders name to the receiving party, to print the name on the document received by the receiving party, and for the receiving party to tell where the document came from. Three types of sender's name can be set, and up to 22 characters can be entered for each type.

· **Standard TTI**

Of the set three types of sender's name, the sender's name that is used most often can be set as the standard sender name.

· **TTI number**

The fax number of this machine can be shown to the receiving party or printed on the document received by the receiving party. Up to 20 digits can be set.

Keys to be used here

❶**SETTING**

❷Numeric Keypad

❸Touch Screen
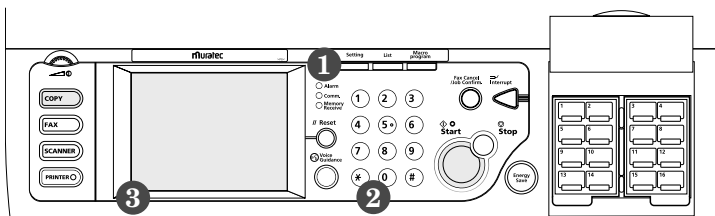
User install

1 Press **SETTING**.

2 Press **[User Install]**.

Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings

Copy Functions | Fax Functions | Scanner Settings | Management

User Install | Counter

Note

Press **[◀] [▶]** to change the screen.
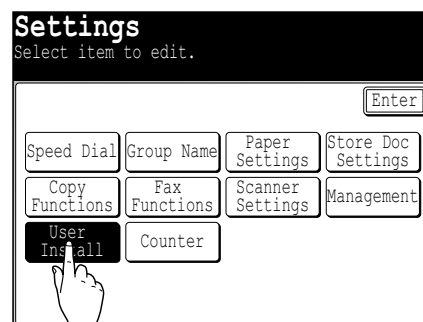
3 The User Install List is displayed.

User Install
Select item to edit.

◀ 1/2 ▶ Enter

Language   :English

Time Setting   :2004 09/24 13:30

Set Daylight Saving:OFF

Comm. Line   :Tone

Reception Mode   :Fax Ready Mode

Dial Tone Detection:OFF
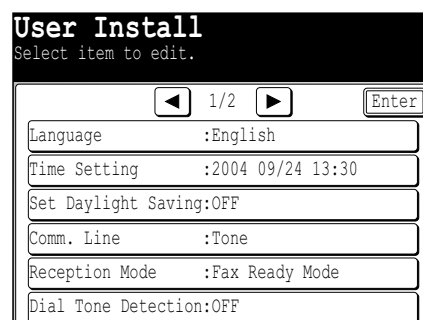
4 Set each item. (see page 1-52 to page 1-57)

5 After setting all the items, press **RESET** to return to the standby screen.
Print out the fax setting from the setting list and make sure the set information is correct. (see page 3-198)

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

## Setting the language

Select the language displayed in the Touch screen among English, French and Spanish. The selected language will be applied to the output list as well.

1 Press **[Language]**.

Note

The voice guidance is available only in English.

2 (1) Select the language.
(2) Press **[Enter]** after selecting the language.

User Install
Select use language and select [Enter].

Language   Cancel Enter

English   French   Spanish

Setting the current time

Set the current time in the order of year (4 digits), month (2 digits), day (2 digits), hour (24-hour clock, 2 digits), and minutes (2 digits).

1 Press **[Time Setting]**.

2 (1) Use [▼] [▲] [◄] [►] or the numeric keypad to enter the current time.
(2) Press **[Enter]** after entering the time.

User Install
Enter current time

Time Setting   Cancel Enter

2004 09/24 13:30
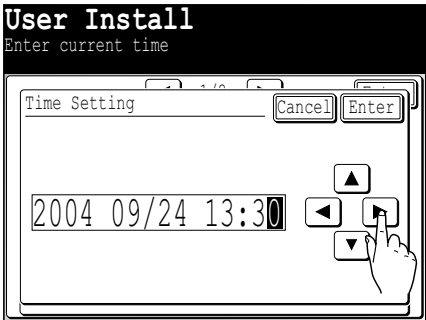
Setting the daylight saving time

Select the validity for the daylight saving time.

1 Press **[Set Daylight Saving]**.

2 (1) Select **[ON]** to make the day-
light saving time valid, and
[OFF] to make it invalid.
(2) Press **[Enter]** after selecting.

```
User Install
Select ON/OFF and select [Enter].

Set Daylight Saving          Cancel  Enter

        OFF        ON
```

COPY
Chapter1

COPY
Chapter2
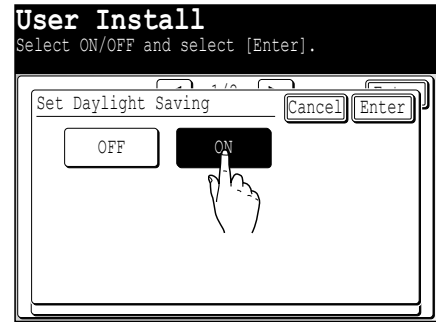
COPY
Chapter3

Setting the communication line

Set this to match the type of line to which the machine is connected.

1 Press **[Comm. Line]**.

2 (1) Select the dial type.
(2) Press **[Enter]** after selecting.
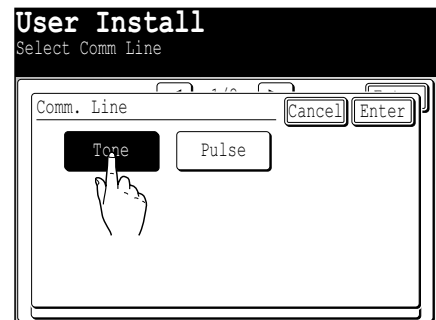
```
User Install
Select Comm Line

Comm. Line                   Cancel  Enter

     Tone      Pulse
```

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Setting the reception mode

Select the reception mode to match the usage.

Reference ◯

For the details of selecting the reception mode, refer to page 1-55.

1 Press **[Reception Mode]**.

2 (1) Select the reception mode.
(2) Press **[Enter]** after selecting.

User Install
Select reception mode

Reception Mode   Cancel Enter

Fax   Tel/Fax   Fax/Tel
Ready Mode   Ready Mode   Ready Mode
Ans   Tel
Read   Ready Mode

How to select the reception mode

Select the reception mode to match the usage. You can determine which is the best reception mode to select by answering the following questions.

What is this machine being used for?

A For a fax only.
B For a fax, phone, and answering machine.

A → **Auto receiving for fax only** (see page 3-40)
(Fax ready mode)
●Faxes are automatically received, but the phone can be answered when it rings.

B

How are faxes received?

A Answering the phone, receive the fax manually.
B Not answering the phone, receive the fax automatically.

A → **Primarily using the phone** (see page 3-46)
(Tel ready mode)
●Sets the priority to recieving calls, not faxes.
▲Faxes cannot be received when no one is in.

B

What are the phone and fax usage frequencies?

A The fax is used most often.
B The phone is used most often.
C An answering machine is used.

A → **Receiving a phone call with priority given to fax** (see page 3-41)
(Fax/Tel ready mode-Fax priority)
●The machine will quietly receive a fax without ringing.
▲Remains in the fax reception mode for a while after a call comes in. Therefore when it is a phone call, the other party is made to wait, and the calling party will accrue phone charges.

B → **Auto receiving with priority given to the phone** (see page 3-42)
(Tel/Fax ready mode-Phone priority)
●The reception mode is entered when the phone rings to keep down the phone charges of the calling party when it is a phone call while also receiving faxes automatically.
▲When there is a phone call and the phone rings more than the preset number of times, the calling party will be subject to phone charges even if no one is in.

C → **Using both the answering machine and fax** (see page 3-44)
(Ans/Fax ready mode)
When it is a phone call, the answering machine message is played, and when it is a fax, the fax is automatically received.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Setting dial tone detection

Select if you set the dial tone detection.
Select **[OFF]** normally.

1 Press **[Dial Tone Detection]**.

Note

If you select **[ON]**, you cannot transmit the faxes through line that does not send the dial tone.

2 (1) Select **[ON]** to detect the dial tone, and **[OFF]** if the detection is not required.
(2) Press **[Enter]** after selecting.

```
User Install
Select ON/OFF and select [Enter].

        ◀  1/2  ▶
┌─────────────────────────────────────┐
│ Dial Tone Detection    Cancel  Enter │
│                                      │
│    ┌──────┐    ┌──────┐              │
│    │ OFF  │    │  ON  │              │
│    └──────┘    └──────┘              │
│                                      │
└─────────────────────────────────────┘
```

Setting the sender name

Three types of sender's names can be set.

1 Press **[TTI Enter/Edit]**.

Reference

For details of character entry, refer to "How to Enter Characters" on page 1-44.

2 Enter TTI 1.
(1) Press **[TTI 1]**.
(2) Enter the TTI.
(3) Press **[Enter]** after the entry.

```
TTI 1                     Cancel    Enter
Dallas_
                  ◀  ▶   Clear     6/ 22
1  2  3  4  5  6  7  8  9  0
Q  W  E  R  T  Y  U  I  O  P
 A  S  D  F  G  H  J  K  L
  _ Z  X  C  V  B  N  M  .  @
  Lower    Symbol    Space
```

3 Enter TTI2 and TTI3 in the same steps above.
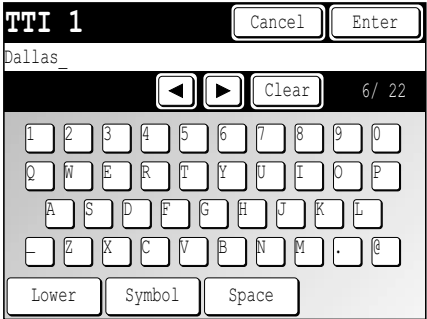
Setting the standard TTI

Select the TTI normally used.

1 Press **[Standard TTI]**.

2 (1)Select the TTI.
(2)Press **[Enter]** after selecting.

```
User Install
Select the Default TTI
and select [Enter].

Standard TTI              Cancel  Enter

1:Dallas Office

2:General dep.

3:Account dep.
```
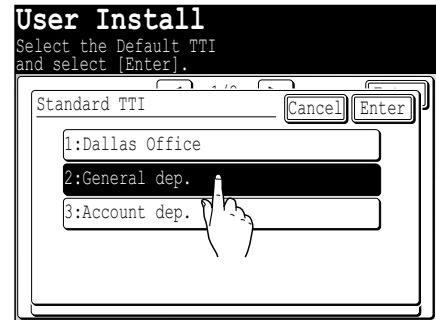
Setting the TTI number

Note

· Up to 20 digits can be set for the TTI number.
· The "+" denotes the country code number.
· If the number is incorrect, press **[Clear]** to enter the correct number.

1 Press **[TTI Number]**.

2 Use the numeric keypad to enter the TTI number.
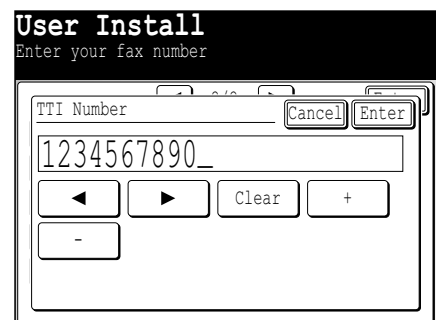
```
User Install
Enter your fax number

TTI Number               Cancel  Enter

1234567890_

  ◄      ►      Clear      +

  -
```
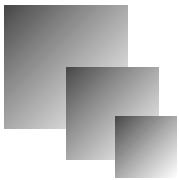
Voice Guidance

Voice guidance uses "audible messages" to explain functions or the operation method.

VOICE GUIDANCE

VOICE GUIDANCE flashes when voice guidance can be given and during an audio message. Voice guidance can be stopped by pressing **VOICE GUIDANCE** again during the message.

<Flashing>

■ Voice guidance sample display

When **VOICE GUIDANCE** is pressed when it is not flashing, a voice guidance example is displayed.

```
Voice Guidance Key
Assists with operational and troubleshooting
procedures
                                    Enter
  When blinking, press the voice guidance
  key to receive instruction         Voice
                                      Guidance
      Play -> Stop -> Repeat

Example of operations
that utilize voice guidance
 Speed Dial            Guidance    Paper Jam
   Enter                            Sample
```
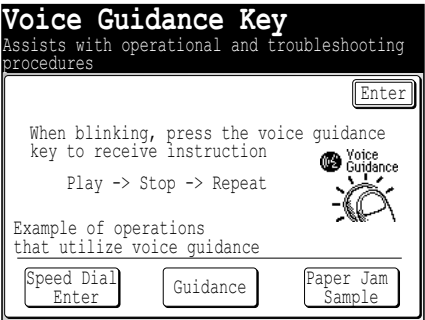
· Press **[Speed Dial Enter]** to display the speed-dial setting enter/edit screen. (see step 3, on page 1-60)

· Press **[Paper Jam Sample]** to display a sample demonstration of a paper jam troubleshotting method.

```
  !    Paper jam!
       Open the cover marked by the arrow.
       and remove the paper.

            C1

 This is a demo of the paper
  jam removal procedure.
```
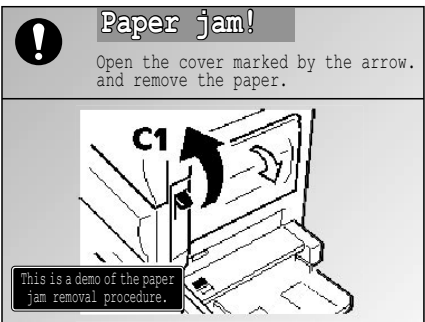
· Press **[Guidance]** to change the mode or volume for the voice guidance. (see step 4 on page 1-61)

Voice guidance items

■ Operational guidance

This explains functions, the registration/setting method and paper jam clearing method.

Note

Voice guidance is only given for some functions and paper jams.

■ Error reset guidance

When there is a problem with the machine, like a paper jam, guidance is given on how to clear and reset the problem.

■ Notice guidance

Guidance of the machine's status, such as "A document has been left on the glass" when a document has been left on the glass.

Note

For "Error Reset Guidance" and "Notice Guidance", guidance automatically starts depending on the machine status regardless of **VOICE GUIDANCE** status.

■ Complete beep

This guidance is given when copying has been completed, a fax transmission/reception is completed and when the received document printing is completed.

Reference

Set "Voice" for each completion sound at Complete Beep in Sound Settings. (see page 1-62)

Operation guidance mode

There are 2 types of modes in operation guidance. The default setting is "Manual".

OP. guidance mode	Operation
Automatic	Audio messages are given whenever available.
Manual	User must press **VOICE GUIDANCE** in order to receive audio instruction.

Example: Speed-Dial Enter/Edit

1 Press **SETTING** and then press **[Speed Dial]**.

2 Press **[Enter/Edit]**.

```
Speed Dial
Select item to edit.
                                    Enter
Enter/Edit   Delete  Delete And   Insert
                     Move Up

        *Delete and Move Up. The next number
        will move up into the vacant space.
```
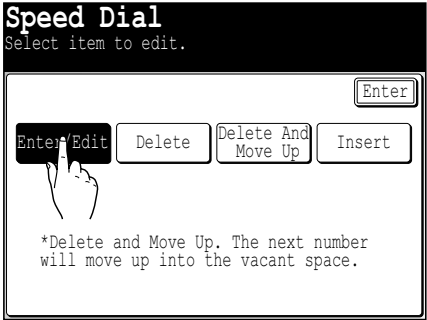
3 **VOICE GUIDANCE** flashes.
Press the speed-dial number you want to set.

Mode "Automatic":
Automatic operational guidance begins when this screen is displayed.

Mode "Manual":
Operation guidance begins when **VOICE GUIDANCE** is pressed.

Voice guidance:
"Select the speed-dial you want to edit........"

```
Enter/Edit
Select a number to enter/edit.
              ◄  1/84  ►        Enter
001:Atlanta   Office
002:New York  Office
003:Los AngelsOffice
004:Chicago   Office
005:Houston   Office
006:Seattle   Office
```

Note

When in manual mode, voice guidance is completed when the enter/edit operation finishes and the display returns to the step 3 screen.

Voice guidance settings

The messaging volume and operational guidance mode can be set.

1 Press **SETTING**.

2 Press **[Management]**.

```
Settings
Select item to edit.
                                        Enter
Speed Dial Group Name Paper      Store Doc
                      Settings   Settings
Copy       Fax        Scanner    Management
Functions  Functions  Settings
User       Counter
Install
```

3 Press **[Guidance]**.

```
Management
Select item to edit.
        ◄  1/3  ►        Enter
Soft Key
Auto Reset Time
Sound Settings
Guidance
Energy Save Mode
Auto Print Journal        F
```
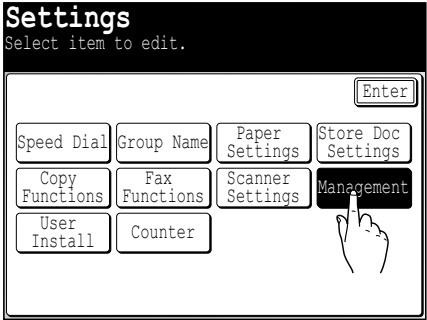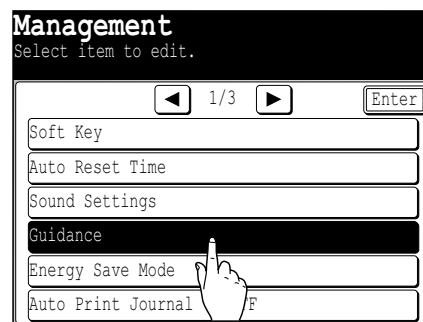
4 Press the function you want to set.

```
Guidance
Select item to edit.
                         Enter
OP. Guidance Mode      :Manual
OP. Guidance Volume    :Middle
Error Guidance Volume  :OFF
Notification Volume    :OFF
```
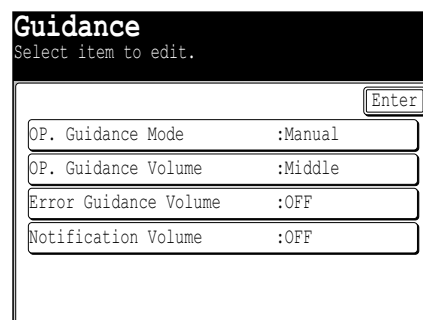
Function	Description	Setting
OP. Guidance Mode	Set the operation guidance mode.	Auto Manual
OP. Guidance Volume	Set the operation guidance messaging volume.	Low Middle High Full
Error Guidance Volume	Set the error reset guidance messaging volume. When this is set to OFF, error reset guidance will not be given.	OFF Low Middle High Full
Notification Volume	Set the notice guidance messaging volume. When this is set to OFF, notice guidance will not be given.	OFF Low Middle High Full

Note ○

Underlined items are the factory default.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Situations when voice guidance is given

The situations when voice guidance is given and the messaging volume settings/sound output settings are as follows.

Voice guidance item	Situations	Sound volume settings-output settings
Operation guidance	Setting speed-dial	SETTING→[Management]→[Guidance]→[OP. Guidance Volume] (see page 1-61)
	Clearing paper jam	
	Memory overflow	
	Copy function management/selection	
Error reset guidance	When a paper jam occurs	SETTING→[Management]→[Guidance]→[Error Guidance Volume] (see page 1-61)
	Pressing **STOP** to terminate fax	
	When toner is low	
	No paper	
Notice guidance	When a document is left on the glass after copying	SETTING→[Management]→[Guidance]→[Notification Volume] (see page 1-61)
	Loading paper in the bypass tray	
Complete beep (see page 4-35)	When copying completes	Output Setting: SETTING→[Management]→[Sound Settings]→[Complete Beep]→[Copy Complete] Sound Volume Adjustment: SETTING→[Management]→[Sound Settings]→[Volume]
	When fax transmission completes	Output Setting: SETTING→[Management]→[Sound Settings]→[Complete Beep]→[Transmission Complete] Sound Volume Adjustment: SETTING→[Management]→[Sound Settings]→[Volume]
	When fax reception completes	Output Setting: SETTING→[Management]→[Sound Settings]→[Complete Beep]→[Rx Complete] Sound Volume Adjustment: SETTING→[Management]→[Sound Settings]→[Volume]
	When fax reception print completes	Output Setting: SETTING→[Management]→[Sound Settings]→[Complete Beep]→[Rx Print Complete] Sound Volume Adjustment: SETTING→[Management]→[Sound Settings]→[Volume]

COPY Chapter1

Basic Copy Features

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

COPY

Before Copying

Document size automatic detection

■ Both the ADF and the document glass can automatically detect 11"×17", Legal (14"×8.5"), Letter (11"×8.5"), Letter⌐ (8.5"×11"), Half-letter (8.5"×5.5"), and Half-letter⌐ (5.5"×8.5") sized documents.

■ When the document size cannot be automatically detected

The following message will be displayed when the document size detection sensor is not working properly because the scanner is operating or the platen cover is open.
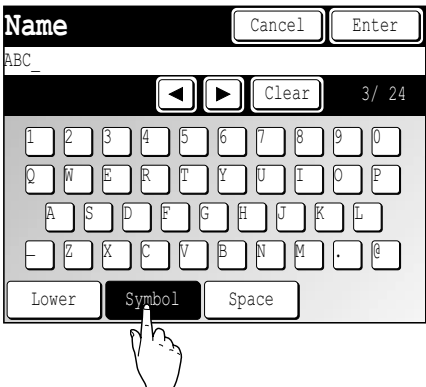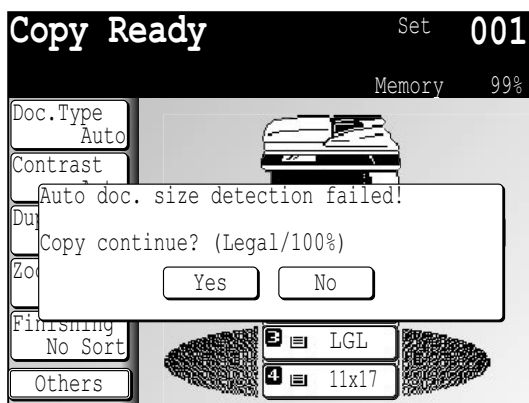


```
Copy Ready          Set    001
                    Memory    99%
Doc.Type
     Auto
Contrast
 Auto doc. size detection failed!
Duµ
 Copy continue? (Legal/100%)
Zoc
         Yes      No
Finishing
 No Sort        3 ⊟  LGL
 Others         4 ⊟  11x17
```

· Press **[Yes]** or START to copy onto the selected paper.

Note

Depending on the paper, the image could run off the paper or there could be extra blank areas on the paper.

· Press **[No]** or RESET to cancel the operation and return to the standby screen.

Note

Restart the operation by selecting the paper to be used for copying or specifying the scan size.

■ When the size is automatically detected, but matching paper is not loaded into the cassettes

The following message will be displayed when the machine cannot locate appropriate paper.
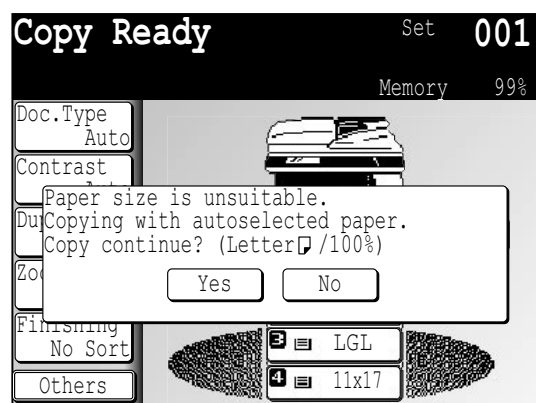

```
Copy Ready                  Set   001
                         Memory   99%
Doc.Type
      Auto
Contrast
     ┌─────────────────────────────┐
Du│ Paper size is unsuitable.        │
  │ Copying with autoselected paper. │
  │ Copy continue? (Letter /100%)    │
Zo│      ┌──────┐   ┌──────┐        │
  │      │ Yes  │   │  No  │        │
  │      └──────┘   └──────┘        │
Finishing
  No Sort          3 ▤  LGL
                   4 ▤  11x17
  Others
```

· Press **[Yes]** or **START** to copy onto the selected paper.

| Note |

Depending on the paper, the image could run off the paper or there could be extra blank areas on the paper.

· Press **[No]** or **RESET** to cancel the operation and return to the standby screen.

| Note |

Change the copy magnification, and restart the operation.

| Reference |

For details of other errors, refer to page 5-24.

Document type/contrast setting

Select the document type/contrast to match the document and text.

■ Document type

1 Press **[Doc.Type]**.

2 (1) Select the desired document type from the touch screen.

●Auto
Priority is given to text to automatically scan the document at a suitable setting. (Default)

●Text&Photo
The document is scanned at a setting suitable for documents containing a mixture of images and text.

●Photo
The document is scanned at a setting that is suitable for images.

●Background
This mode will suppress the printout of a documents background.
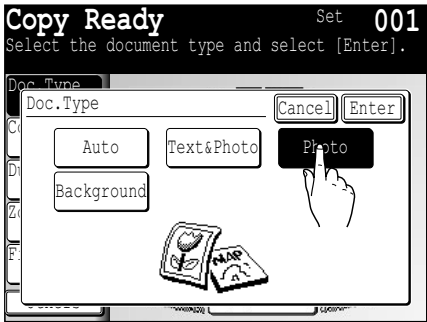
(2) Press **[Enter]**.

3 Changed to the selected resolution.
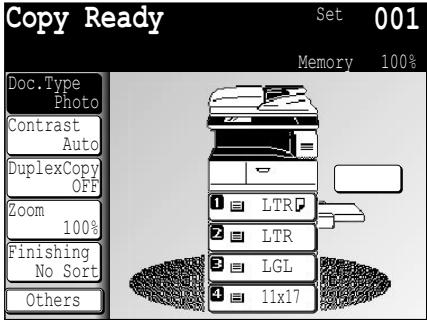
■ Contrast

1 Press **[Contrast]**.

Reference ○

The contrast default value can be changed. For details of changing the default, refer to "Copy Functions Settings" on page 2-96.
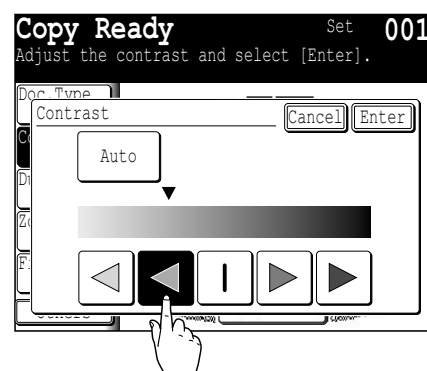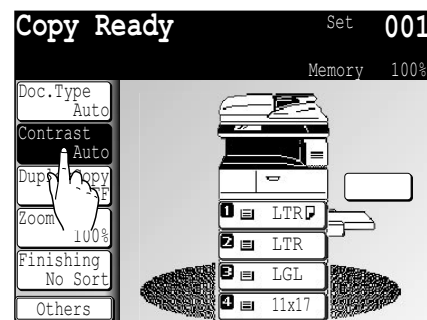
2 (1) Select the desired contrast from the touch screen.
The contrast can be automatically selected or manually selected from 5 levels to match the document.
● Auto
The document is automatically scanned at a suitable contrast. (Default)
● Lightest
To scan at a lighter contrast
● Lighter
To scan at a lighter contrast
● Normal
For normal documents
● Darker
To scan at a darker contrast
● Darkest
To scan at the darkest contrast
(2) Press **[Enter]**.

Note ○

Press **RESET** to cancel the settings.

3 Changed to the selected contrast.

Setting reset

●Automatic reset

When the machine has not operated for a set period of time, any adjusted settings made during the previous copy job will return to the default setting status.

The machine is programmed to reset after three minutes, however this can be changed by the user. (see page 4-35)

●Using **RESET** to reset the settings

Press **RESET** to return to the default values. When you finish copying, press **RESET** to reset the settings for the next person.

Rotate copy

●Even if the paper is not loaded in the same orientation as the document, the machine will automatically rotate the image to make copying possible.

ABC ➡ ABC
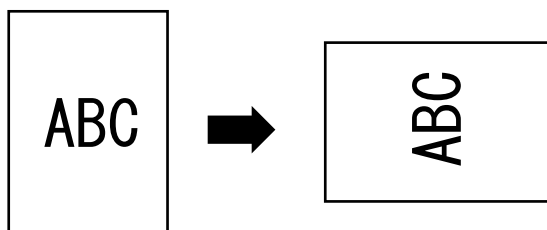
●The direction of rotation is counterclockwise.

●During zoom in/out copying, the image will be rotated so that the document should fit on the paper. However, the rotation will not be performed when the zoomed image is larger than the 11"× 17"width.

*Example: Automatic zooming of Letter→11"×17" or a 129% copy.

●Rotation is not performed when the paper size and zoom are specified.

●Rotation is not performed for custom size documents or when the document size cannot be automatically detected.

●Rotation is not performed during Combine copy, Repeat, or XY zoom.

●Rotation copying is not performed to paper sizes other than Letter, Letter, Half-letter, and Half-letter.

Memory overflow during copying

When the memory overflows during a copy job, take the following steps.

■ When the memory overflows during the first page of the document scan

Press **STOP** to return to the standby screen.
→Change the resolution or wait until the memory is available before trying to copy again.

```
                              Set   001
Memory overflow.
                           Memory    1%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
       OFF
Zoom                   1 ▭  LTR
      100%             2 ▭  LTR
Finishing             3 ▭  LGL
  No Sort             4 ▭  11x17
  Others
```
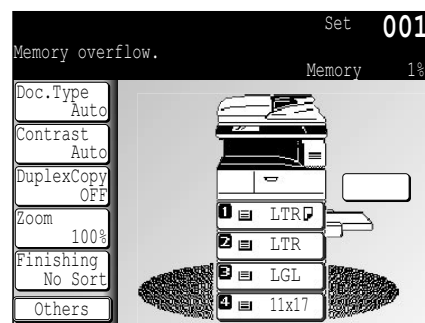
■ When the memory overflows during the second page or later of the document scan

· Press **[Yes]** to copy the stored pages.
· Press **[No]** to cancel the copy.
  →Change the resolution or wait until the memory is available before trying to copy again.

```
Scanning
Scan Pages   1  PrintPages  1 Copie  1/  2
                            Memory    3%
Doc. Type

    Memory overflow.
    Number of stored pages:18
    Store these pages?



                        Yes      No
```
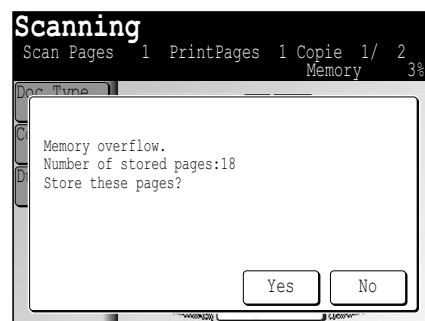
Note

When using the ADF, the display on the right is shown when the documents still remain.

Press **STOP** to discharge the remaining documents.
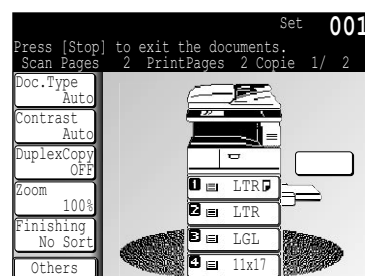
```
                              Set   001
Press [Stop] to exit the documents.
Scan Pages   2  PrintPages  2 Copie  1/  2
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
       OFF
Zoom                   1 ▭  LTR
      100%             2 ▭  LTR
Finishing             3 ▭  LGL
  No Sort             4 ▭  11x17
  Others
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
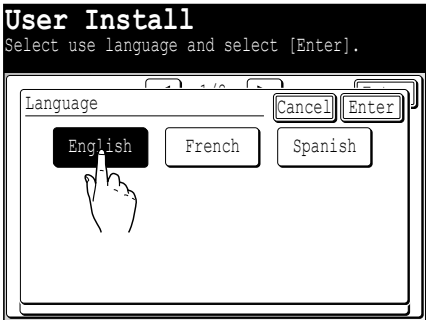Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
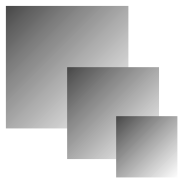
How to Perform Basic Copy

Operating tips

● Press **COPY** to change to the Copy screen.
● For the default settings, copying is performed at Zoom 100%, Paper: Automatic, Document type: Automatic, and Contrast: Automatic.
● For "Paper: Automatic," the paper that matches the document will be selected. The selectable paper sizes are 11"×17", Legal, Letter, Letter◢, Half-letter, and Half-letter◢. Other paper sizes will not be automatically selected. In this case, press the touch screen to select the cassette containing the paper you want to copy on.
● Copying cannot be performed when a real time transmission has been scheduled. (see page 3-62)

Reference ●

How to load document (see page 1-42)

1 Load the document.

Reference ●

Document type/contrast setting (see page 2-4)
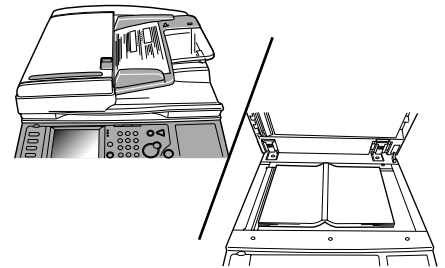
2 Set the docment type and contrast as necessary.

3 Perform the settings for each copy function.

Note ●

· This can be set from 1 to 999.
· If you make an incorrect entry, overwrite it with the correct entry.
· When the number of copies is not set, 1 copy will be made.

4 Use the numeric keypad to enter the number of copies.

5 Press **START**.
Copy will begin.

Next document setting

The next document can be set when performing Sort Copy (see page 2-22), Combined Copy (see page 2-30), Duplex Copy (see page 2-67), Booklet Copy (see page 2-78) or Card Copy (see page 2-86) to scan a different document.

Operating tips

The Next document default setting is "No" when using the ADF, and "Yes" when using the document glass.

■ **When using the ADF**

Reference

How to load document (see page 1-42)

1 Load the document.

Note

Card Copy is available only from the document glass.

2 Set Sort Copy/Combine Copy/Duplex Copy/Booklet Copy.

3 Press **START**.
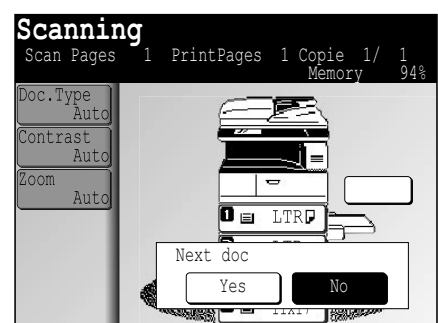
```
Scanning
Scan Pages   1  PrintPages  1 Copie  1/  1
                              Memory    94%
Doc.Type
      Auto
Contrast
      Auto
Zoom
      Auto

              1 ▤  LTR▯

        Next doc
           Yes        No

              ▤   11X17
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3
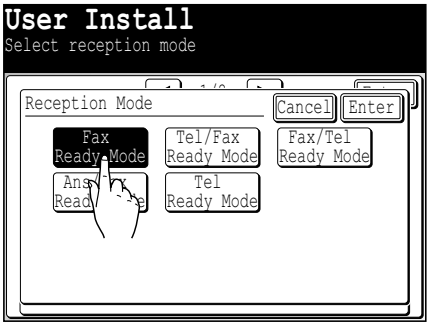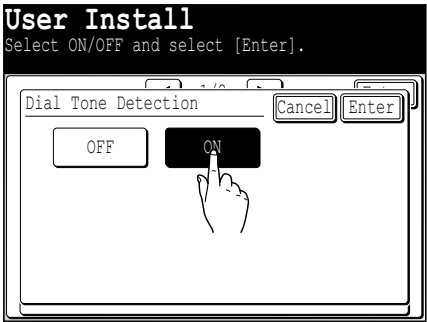
FAX
Chapter4

Common
Settings

In This
Case...

Appendix

4 Press **[Yes]** while the document is being scanned.

Scanning
Scan Pages 4 PrintPages 1 Copie 1/ 1
                              Memory   94%

Doc.Type
      Auto
Contrast
      Auto
Zoom
      Auto

                    LTR
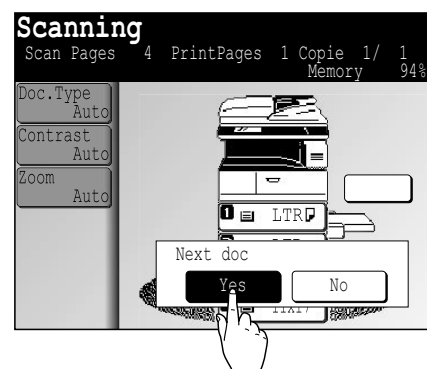
Next doc
        Yes   No

5 When scanning has been completed, load the next document.

6 Press **[Next Doc]**. Scanning of the next document will begin.

Set next document.
Set next doc.
                              Memory   94%

Doc.Type
      Auto
Contrast
      Auto
Zoom
      Auto

                    LTR

        Next Doc   Complete

7 Copying will start when scanning has been completed.

■ When using the document glass

1 Load the document.
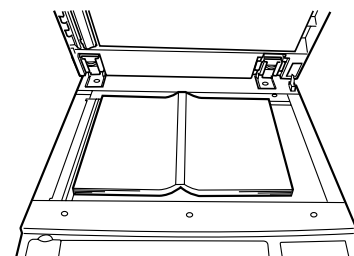
2 Set Sort Copy/Combined Copy/ Duplex Copy/Card Copy.

Note

Copying of the first copy will start when scanning has been completed.

3 Press **START**.

Scanning
Scan Pages 1 PrintPages 1 Copie 1/ 1
Memory 98%
Doc.Type
Auto
Contrast
Auto
Zoom
Auto
LTR
Next doc
Yes No
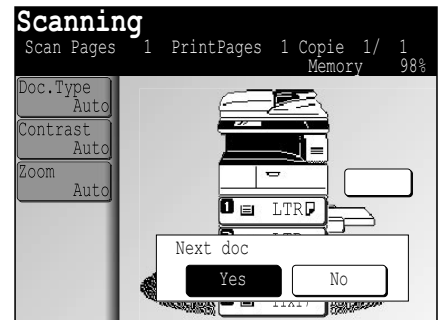
4 When scanning has been completed, load the next document (if a book, set the next page in place).

Note

Pressing **[No]** during document scanning will start the copying of all documents when the scan has been completed.

5 Press **[Next Doc]**. The scanning of the next document will begin.

Set next document.
Set next doc.
Memory 94%
Doc.Type
Auto
Contrast
Auto
Zoom
Auto
LTR
Next Doc Complete
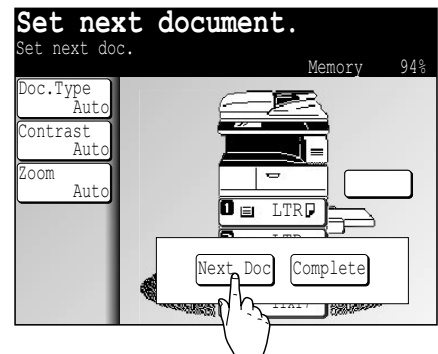
6 Press **[Complete]** when all the documents have been scanned.

Set next document.
Set next doc.
Memory 94%
Doc.Type
Auto
Contrast
Auto
Zoom
Auto
LTR
Next Doc Complete
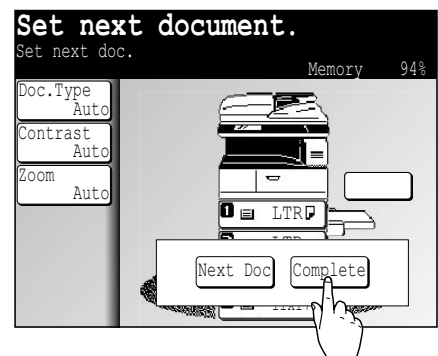
7 Copying will start from the second copy.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Copying using both document glass and ADF

Activating the next document setting will allow you to make a copy using both the document glass and ADF.

1 Load the document in the ADF or on the document glass.
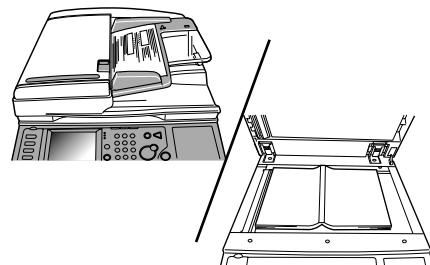
2 Set Sort Copy/Combined Copy/ Duplex Copy.

3 Press **START**.

4 When the document has been loaded into the ADF, press **[Yes]** during scanning.

Scanning
Scan Pages   1   PrintPages 1 Copie 1/ 1
Memory   98%
Doc.Type
Auto
Contrast
Auto
Zoom
Auto

LTR
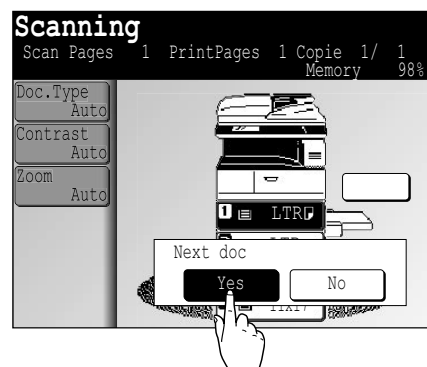
Next doc
Yes   No

5 When scanning has been completed, load the next document.
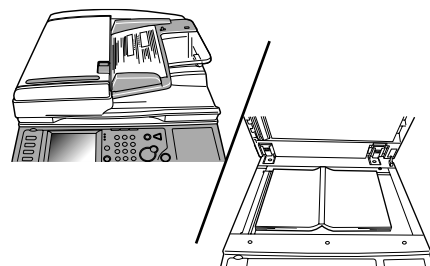
6 Press **[Next Doc]**. The next document will be scanned.

Set next document.
Set next doc.
Memory   94%
Doc.Type
Auto
Contrast
Auto
Zoom
Auto

LTR
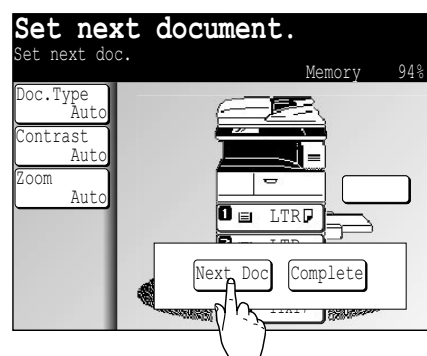
Next Doc   Complete

Note

When the document is scanned using the ADF, copying will begin automatically.

7 When the document is scanned using the document glass, press **[Complete]** to begin copying.

```
Set next document.
Set next doc.
                            Memory    94%
Doc.Type
      Auto
Contrast
      Auto
Zoom
      Auto
                   1 ▤  LTR▯
                          LTD
               Next Doc  Complete
```
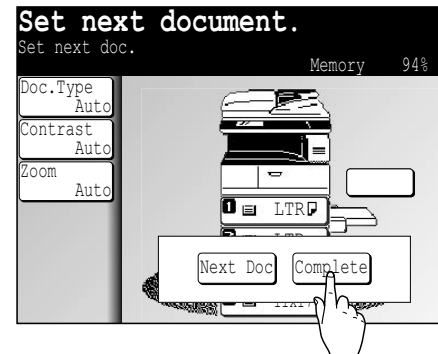
In this case

- To have the next document scanned, press "Next Doc" while the document is being scanned.
- The ADF's default setting is set to "Complete". To scan the next document, select "Next Doc" while the current document is being scanned. For the document glass, the default setting is "Next Doc".
- Setting to "Complete" during scanning will begin copying of the scanned documents.

Copy reservation

A different document can be loaded and reserved for copying even while another copy is being printed. When the printing copy is completed, the copying of the next job will begin, meaning no wasted downtime!

1 "Copy Reserve Ready" is displayed while the copy is printing.

```
Copy Reserve Ready  Set   001
 Scan Pages  12  PrintPages 12 Copie  1/  1
                            Memory    23%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
      OFF
Zoom
      100%           1 ▤  LTR▯
Finishing           2 ▤  LTR
   No Sort          3 ▤  LGL
   Others           4 ▤  11x17
```
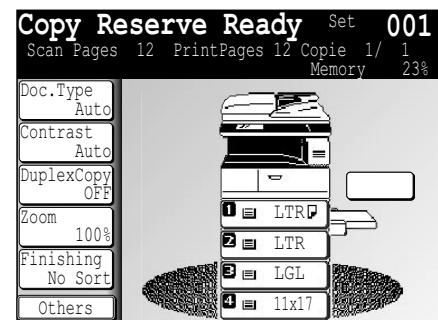
2 Load the document you want to reserve.

Reference

Document type/contrast setting (see page 2-4)

3 Set the document type and contrast as well as the functions as necessary.

4 Press **START**.

Reference

The copy queue can be checked. (see page 2-26)

5 Press **[Yes]** to perform Copy reservation.
Scanning of the document will begin, and copying will start as soon as the current copy job is completed.

```
Copy Reserve Ready  Set   001
Complete
 Scan Pages   3  PrintPages  3 Copie  1/  1
Doc.Type
      Auto
Contrast
 Du  This will reserve the job, proceed?

 Zo          Yes      No

Finishing
   No Sort          3 ▤  LGL
   Others           4 ▤  11x17
```

Selecting the Paper and Copy

The default setting automatically selects the paper to match the document, but you can specify the paper for copying beforehand.

Reference ⬤
· How to load document (see page 1-42)
· Set the document type and contrast as necessary. (see page 2-4)

Note ◯
Press **RESET** to cancel the settings.

Reference ⬤
For using bypass tray for copying, refer to "Bypass copy" on page 2-15.

1 Load the document.
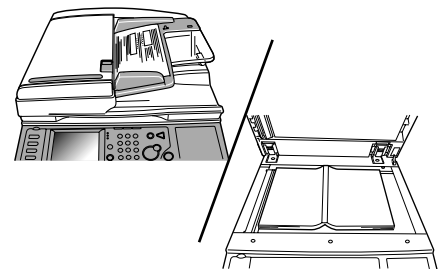
2 From the touch screen, select the cassette containing the paper you want to use for copying.

Copy Ready   Set **001**
Memory   100%
Doc.Type
Auto
Contrast
Auto
DuplexCopy
OFF
Zoom
100%
Finishing
No Sort
Others
1 LTR
2 R
3
4 11x17
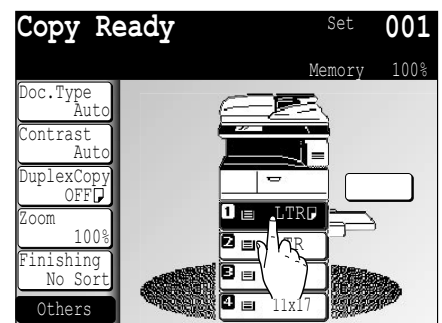
3 Press **START** to begin copying.

In this case

To automatically select the paper:
1. Select **[Other]**.
2. Press **[Paper]**.
3. (1) Press **[Auto]**.
   (2) Press **[Enter]**.

Copy Functions
Select the paper source and select [Enter].

Paper   Cancel Enter

Auto
1 LTR
2 LTR
3 LGL
4 11x17
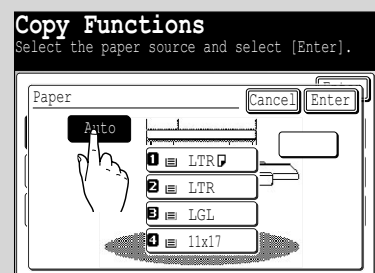
Bypass copy

Bypass copy is available with the bypass tray.

Reference ◯

For loading paper in the bypass tray, refer to page 1-32.

1 Load the document.

2 Open the bypass tray.

Note ◯

When loading paper that is larger than the bypass tray, open the extension tray.

Bypass tray

Extension tray

3 Align the guide plate to the paper size. Place the printing surface downward, and load the paper by inserting its edge all the way to the back.

Note ◯

Be sure to place the printing surface downward.

Guide plate

4 The bypass tray is automatically selected when paper has been loaded into it.
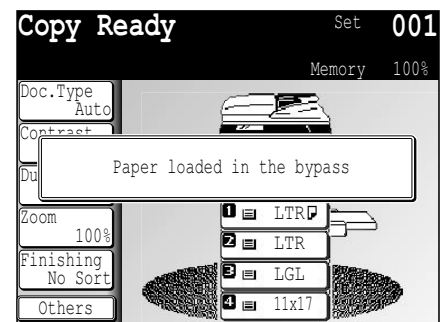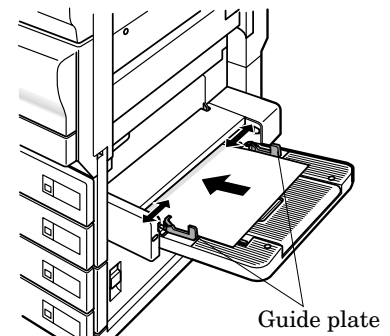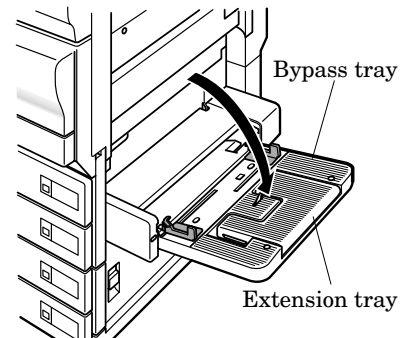
Note ◯

Press **RESET** to cancel the settings.

```
Copy Ready           Set  001
                   Memory  100%
Doc.Type
     Auto
Contrast
Du          Paper loaded in the bypass
Zoom                    1 ▤  LTR
    100%                2 ▤  LTR
Finishing               3 ▤  LGL
  No Sort               4 ▤  11x17
  Others
```

5 Press **START** to begin copying.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Zoom Copy

Zoom copy consists of the method of automatically zooming to match the paper size (automatic magnification) and the method of zooming by setting the magnification (set magnification). The two magnification setting methods are to specify a previously set magnification or to freely set the magnification (zoom).

Set magnification

Legal — 121% → 11"×17"

77% → Letter

Paper specification (automatic magnification) zoom

This allows zoom copying to be performed by setting the magnification at 1% increments.
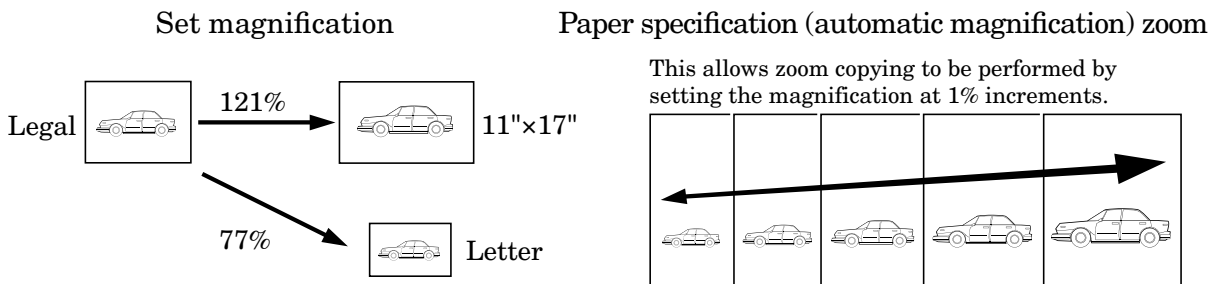
Zoom to match paper size (Automatic magnification)

Zoom copying is performed by automatically selecting the magnification to match the specified paper size.

Reference
· How to load document (see page 1-42)
· Set the document type and contrast as necessary. (see page 2-4)

1 Load the document.

2 (1) Press **[Zoom]**.

Copy Ready   Set   **001**

Memory   100%

Doc.Type
       Auto
Contrast
       Auto
DuplexCopy
        OFF
Zoom
       100%
Finishing
      D.Sort
Oth.

1 ≡ LTR
2 ≡ LTR
3 ≡ LGL
4 ≡ 11x17
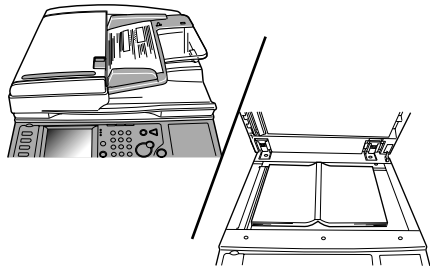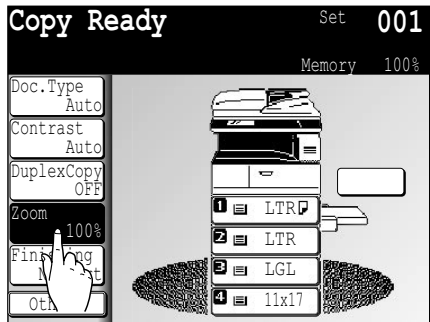
Note

When **[Auto]** is selected for the magnification, the paper in the first cassette is selected.

(2) Press **[Auto]**.
(3) Press **[Enter]**.

```
Copy Ready              Set   001
Use the arrows or numeric keypad to
select the zoom ratio and select [Enter].
Doc. Type
 Zoom                   Cancel   Enter
  Auto    100%
          Enlarge
          154%    129%    121%
     25%  H.LTR->  Letter-> Legal->
          Legal   11x17    11x17
    +     Reduce
          77%     64%     50%
    -     Legal->  11x17->  11x17->
          Letter   Letter   H.LTR
```

Note

When using the automatic paper setting, the magnification is set to 100%. In this case, repeat from step 2.

3 Select the desired paper from the touch screen.
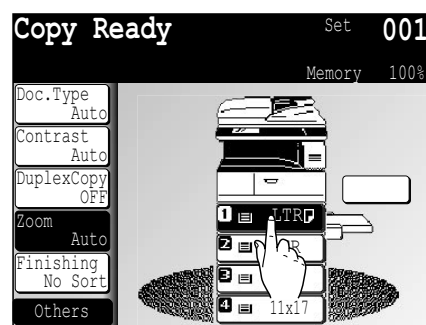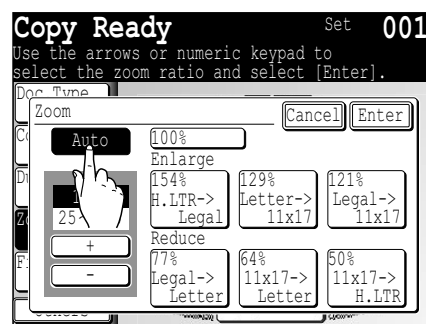
```
Copy Ready              Set   001
                        Memory   100%
Doc.Type
    Auto
Contrast
    Auto
DuplexCopy
    OFF
Zoom
    Auto
Finishing        1  LTR
No Sort          2  R
Others           3
                 4  11x17
```

Note

· This can be set from 1 to 999.
· If you make an incorrect entry, overwrite it with the correct entry.
· When the number of copies is not set, 1 copy will be made.
· Press **RESET** to cancel the settings.

4 Use the numeric keypad to enter the number of copies.

5 Press **START**.

Zoom by specifying magnification (Set magnification)

Select from the previously set magnifications and perform zoom copying.

Operating tips

● Depending on the selected magnification, the image could run off the paper or there could be extra blank areas of paper.
● The paper is automatically selected depending on the set magnification. To select the paper, press the touch screen to select the paper.
● Cassettes containing paper other than 11"×17", Legal, Letter, Letter◪, or Half-letter, Half-letter◪ cannot be selected even if the paper setting has been set to "Auto". From the touch screen, select the cassette containing the paper you want to use for coping.

Reference

How to load document (see page 1-42)

1 Load the document.

Note

At the default setting, the paper setting is set to **[Auto]**.
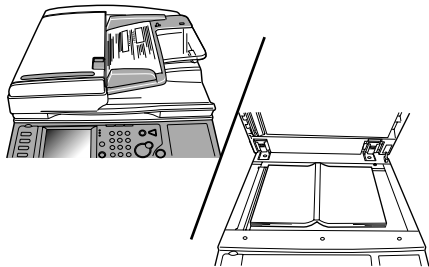
2 When the paper setting is not set to **[Auto]**, use the following procedure to set it to **[Auto]**.
(1) Select **[Others]**.
(2) Select **[Paper]**.

```
Copy Functions
Select item to edit.
                                              Enter
Paper       Combine    Repeat     SeriesCopy
      Auto        OFF        OFF          OFF
Mar         EraseBordr EraseCentr TopUp Copy
                   OFF        OFF          OFF
Last Job    XY Zoom    Nega/Posi  Card Copy
                   OFF        OFF          OFF
```
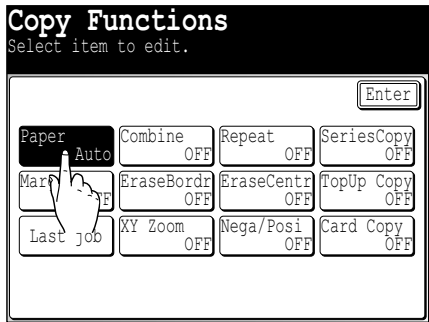
(3) Press **[Auto]**.
(4) Press **[Enter]** twice.

```
Copy Functions
Select the paper source and select [Enter].

Paper                          Cancel  Enter
    Auto
             1 ▤  LTR◪
             2 ▤  LTR
             3 ▤  LGL
             4 ▤  11x17
```
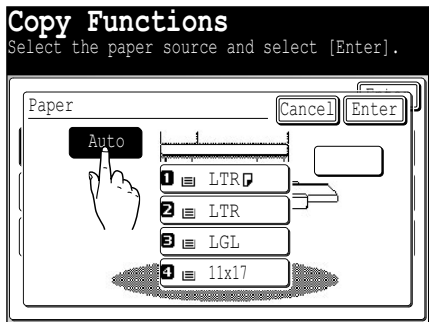
3 Press **[Zoom]**.
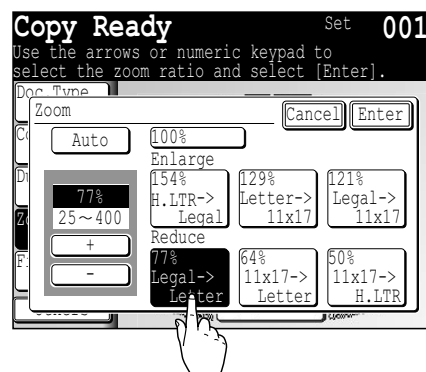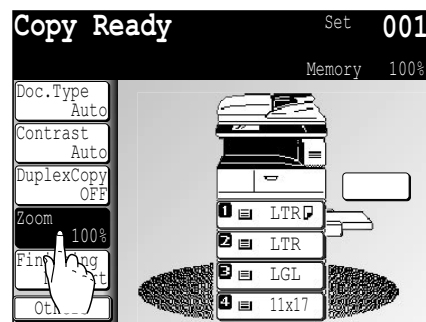
Note

When **[Auto]** is selected for the magnification, the paper in the first level is selected. In this case, repeat from step 2.

4 (1) Select the magnification.
   (2) Press **[Enter]**.

Note

· This can be set from 1 to 999.
· If you make an incorrect entry, overwrite it with the correct entry.
· When the number of copies is not set, 1 copy will be made.
· Press **RESET** to cancel the settings.

5 Use the numeric keypad to enter the number of copies.

6 Press **START**.

Performing zoom copy

●The magnification can be set within the range of 25% to 400% at 1% increments to allow fine zoom copy.
●Use **[Zoom]** to select a magnification close to the one you want to specify, and then use zoom to adjust the magnification.

Reference ○

· How to load document (see page 1-42)
· Set the document type and contrast as necessary. (see page 2-4)

1 Load the document.

Note ○

· This can be set from 1 to 999.
· If you make an incorrect entry, overwrite it with the correct entry.
· When the number of copies is not set, 1 copy will be made.
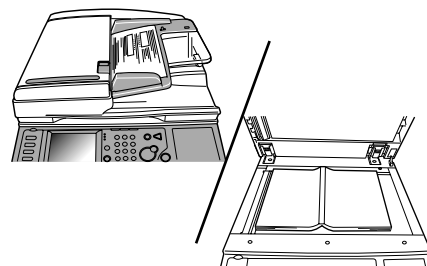
2 Use the numeric keypad to enter the number of copies.

3 Press **[Zoom]**.
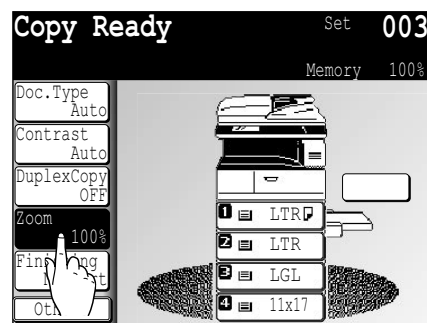
Note

· If you make an incorrect entry, overwrite it with the correct entry.
· The magnification can be set from 25% to 400%.
· Press **RESET** to cancel the settings.

4 (1) Use **[+] [-]** or numeric keypad to enter the magnification.
(2) Press **[Enter]**.
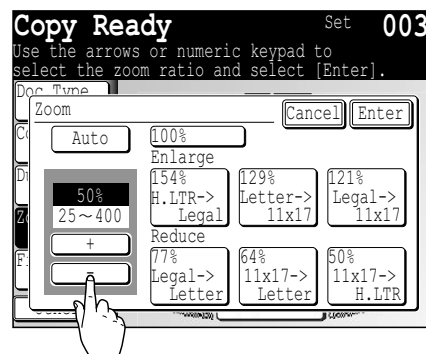
5 Press **START**.
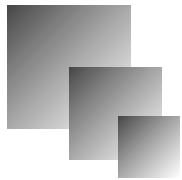
Finishing

The copied document can be seperated into the correct page order. This eliminates the need to hand sort the document after copying.

Operating tips

The default sort value can be set. (see page 2-96)

No sort

The paper is sorted by the document.
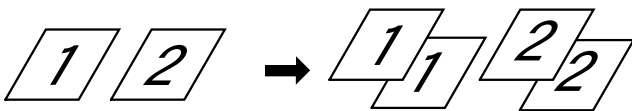
Sort

The paper is sorted by each copy.

1 Press **[Finishing]**.

```
Copy Ready                Set    001
                         Memory   100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
       OFF
Zoom
      100%                  1 ▤  LTR▱
Finishing                  2 ▤  LTR
   No Sort                 3 ▤  LGL
   Others                  4 ▤  11x17
```
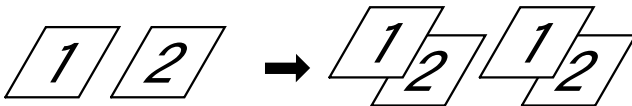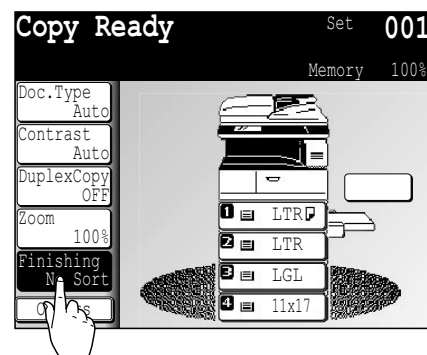
2 Press **[Sort]** to turn sorting on.

```
Copy Ready                Set    001
Select the desired sorting method
and select [Enter].
Doc.Type
  Finishing        Cancel  Enter

     No Sort      Sort
```

3 Press **[Enter]** to save the setting.

```
Copy Ready                Set    001
                         Memory   100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
       OFF
Zoom
      100%                  1 ▤  LTR▱
Finishing                  2 ▤  LTR
   Sort                    3 ▤  LGL
   Others                  4 ▤  11x17
```
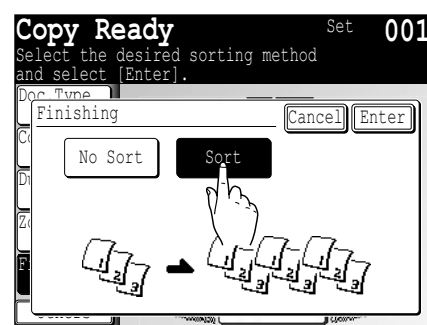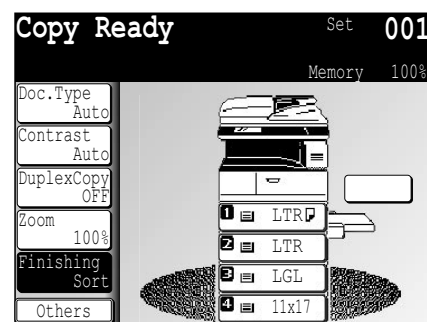
4 Use the numeric keypad to enter the number of copies.

5 Load the document and press **START**.

Note

· Up to 999 copies can be made.
· Press **RESET** to cancel the sort settings.

Reference

· The next document can be set to scan multiple documents. (see page 2-9)
· Copying using both ADF and the document glass is possible. (see page 2-12)

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
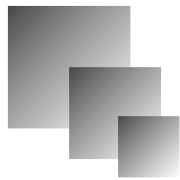
Interrupt Copy

If you immediately need to make a copy, you can interrupt the current job to make a copy.

Operating tips

● Interrupting is available during copy scanning, copy printing, and while adjusting settings, such as document type and resolution.
● Interrupting is not available during advanced copying or while setting functions.

Note

The key lamp will illuminate.

1 Press **INTERRUPT**.

```
Copy Ready          Set    001
                      Memory    100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
        OFF              1   LTR
Zoom                     2   LTR
        100%             3   LGL
Finishing
   No Sort               4   11x17
   Others
```

2 If a document remains after copying, remove it. When copying using the ADF, press **STOP** to discharge the remaining documents.

3 Load the document for the inturrupting copy.

4 Make the copy.

Note ○

The key lamp will go out.

5 (1) When copying has been completed, press **INTERRUPT**.
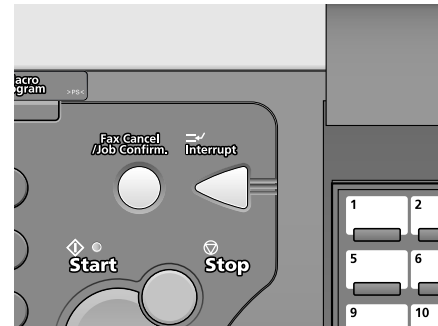
(2) The machine will return to the settings prior to interruption.

Copy Ready
Set the document From page : 3
Memory 99%

Doc.Type
Auto
Contrast
Auto
Zoom
100%

1 ▤ LTR▯
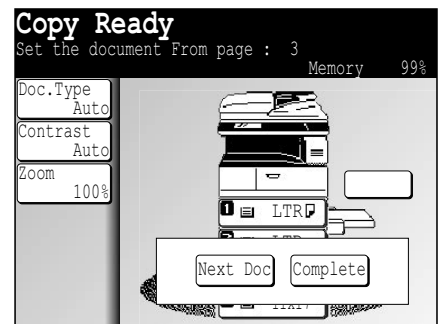
Next Doc   Complete

Note ○

· Press **[Complete]** to copy the document up to where scanning was stopped.
· When the interrupt was made during copy printing, it continues to print the copy.

6 Load the document that was being copied before the interruption and press **[Next Doc]**.

Note ○

After interrupt copying is completed, press **INTERRUPT** to cancel the interruption. Interrupt function cannot be automatically cancelled.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
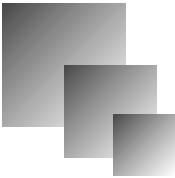
Checking Copy Print Queue

When a copy is scanned during the printing of a received document or a copy job, that copy is reserved in the copy print queue.
The copy will be printed automatically based on the order of scanning.
In addition, if the toner or paper runs out during copying, copy reservation can be used in the same way when the copying is not yet completed.

1 Press **SETTING**.
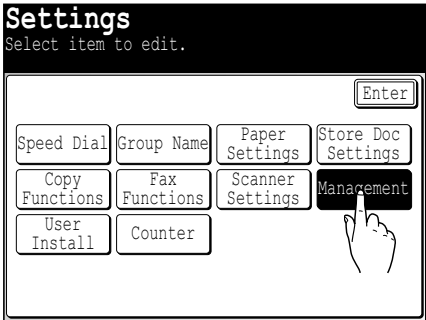
2 Press **[Management]**.

```
Settings
Select item to edit.
                                          Enter
Speed Dial  Group Name   Paper     Store Doc
                        Settings   Settings
  Copy        Fax      Scanner
Functions  Functions   Settings   Management
  User      Counter
Install
```

3 (1) Press **[◄]**.
 (2) Press **[Jobs Waiting to Print]**.

```
Management
Select item to edit.
              ◄   3/3   ►        Enter
Jobs Waiting to Print
Print Mask              mm
PIN Mode
```

4 Press **[Reserved Copy]**.

```
Jobs Waiting to Print
Select item to edit.
                                  Enter
FaxReceive  Reserved
Document      Copy

    The number of print jobs in queue
    can be checked.
```
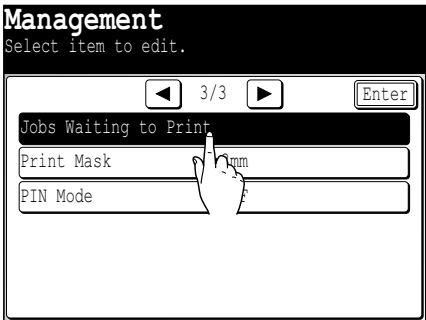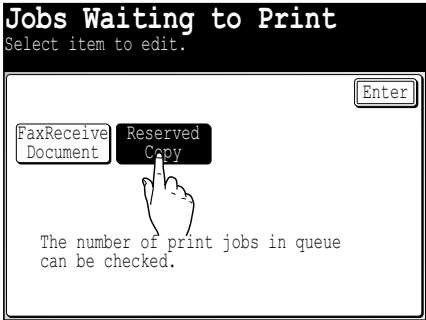
Note

Press **RESET** to return to the standby screen. The reserved copies waiting to print will be printed automatically based on the order of scanning.

5 This shows the reserved copy waiting status.

Jobs Waiting to Print

Reserved Copy   Enter

01 13:30 Printing
02 13:40 Reserved

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

COPY Chapter1 ● Basic Copy Features

COPY Chapter2

Advanced Copy Features

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

COPY

Combined Copy

A multiple sheet document can be copied into an arrangement on one sheet of paper.

●2 sheets of document onto 1 sheet of paper
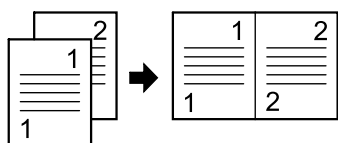
⇦ Document insertion direction
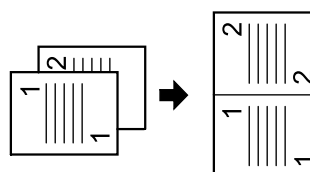
· To copy onto ▯ paper
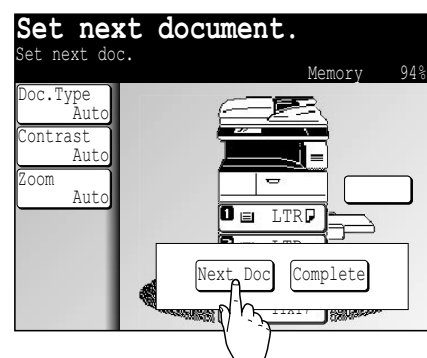
⇦ Document insertion direction

●4 sheets of document onto 1 sheet of paper
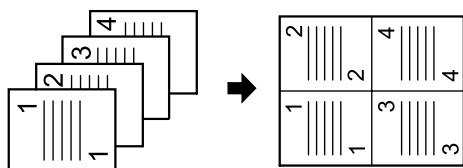
⇦ Document insertion direction
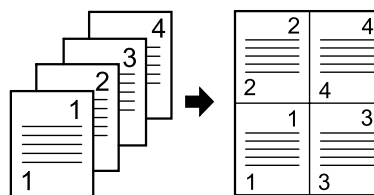
· To copy onto ▯ paper

⇦ Document insertion direction

●8 sheets of document onto 1 sheet of paper
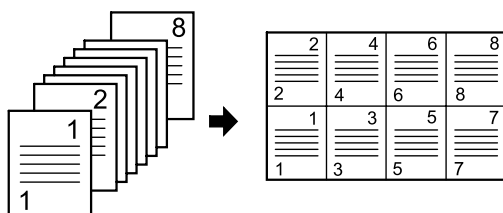
⇦ Document insertion direction

· To copy onto ▯ paper
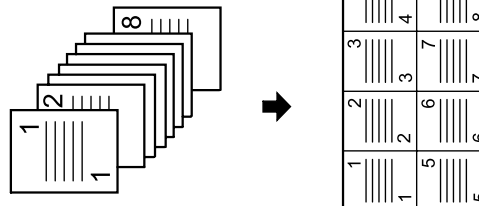
⇦ Document insertion direction

Operating tips

●The number of documents that can be arranged on 1 sheet of paper is 2, 4, and 8.
●The automatic magnification will be set at the moment combined copy is set even if an optional copy magnification is set. Set the optional magnification while setting the combined copy.
●The copied image might have areas missing depending on the paper and document.
●When the number of document sheets is less than the set combined sheet number, the spaces reserved for the other sheets are left blank.
●Rotate copying is not available. Load the document as shown in the screen display. When the number of document sheets is 4, load them in the same orientation as the paper, and when it is 2 or 8, load them in the opposite orientation as the paper. For example, when copying 2 document sheets onto Letter paper, load the document in the opposite orientation as Letter ▯ paper.

1 (1) Press **COPY**.

(2) Press **[Others]**.

Copy Ready   Set **001**

                              Memory   100%

Doc.Type
        Auto
Contrast
        Auto
DuplexCopy
        OFF

☐ 🖹 LTR▯

Zoom
        100%

② 🖹 LTR

Finishing
    No Sort

③ 🖹 LGL

Others

④ 🖹 11x17

(3) Press **[Combine]**.

Copy Functions
Select item to edit.

Enter

Paper
        Auto

Combine
        OFF

Repeat
        OFF

SeriesCopy
        OFF

Margin
        OFF

Era   dr
       F

EraseCentr
        OFF

TopUp Copy
        OFF

Last job

XY Zoo...
        OFF

Nega/Posi
        OFF

Card Copy
        OFF

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4
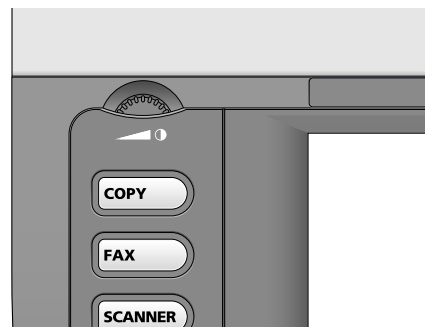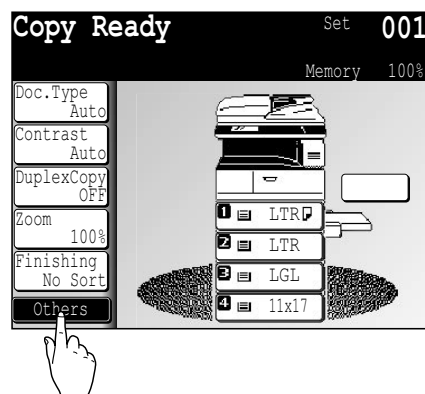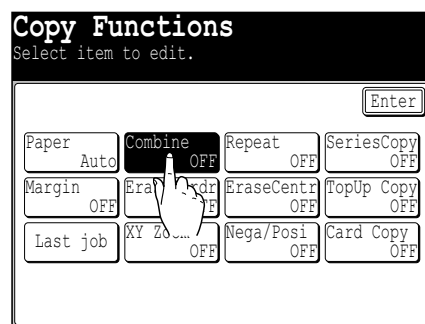
Common
Settings

In This
Case...

Appendix

Note ○

The copy magnification will be set to **[Auto]**.

2 (1) Select the number of document to be combined on to one sheet of paper.
(2) Press **[Enter]**.

Copy Functions
Select the number of documents you
want to combine and select [Enter].

Combine | Cancel | Enter

OFF | 2-in-1 | 4-in-1

8-in-1

Combine
Adjust settings and select [Enter].
To go back, select [Combine].

Combine 4-in-1 | Paper Letter | Ratio Auto | Enter

Doc. Direction

Position

Layout Mode 1

Line No
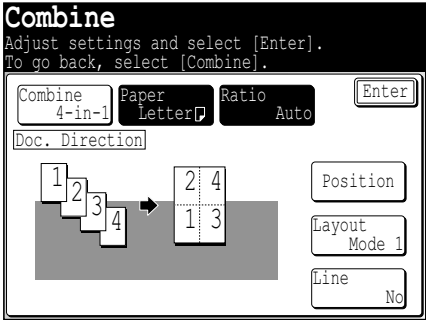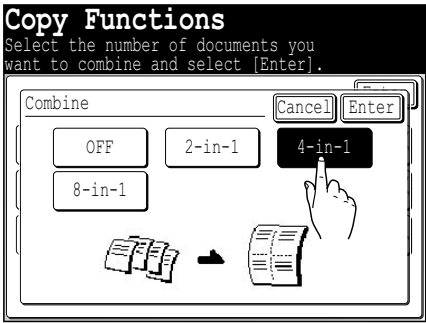
■ Selecting the paper.

3 (1) When selecting the paper, press **[Paper]**.

Combine
Adjust settings and select [Enter].
To go back, select [Combine].

Combine 4-in-1 | Paper Letter | Ratio Auto | Enter

Doc. Direction

Position

Layout Mode 1
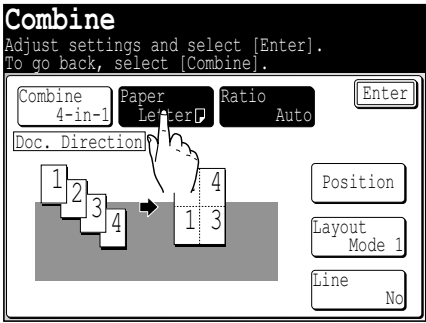
Line No

Note ○

The way of loading the document changes depending on the paper orientation.

(2) Select the paper.
(3) Press **[Enter]**.

Combine
Select the paper source and select [Enter].

Paper | Cancel | Enter

1 LTR
2 LTR
3
4

Combine
Adjust settings and select [Enter].
To go back, select [Combine].

Combine 4-in-1 | Paper Letter | Ratio Auto | Enter

Doc. Direction

Position

Layout Mode 1
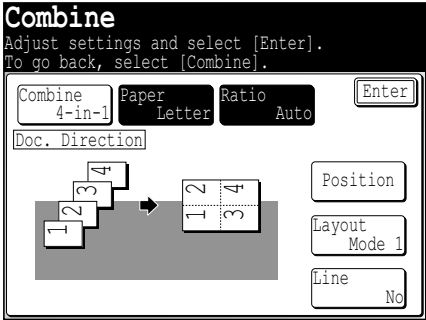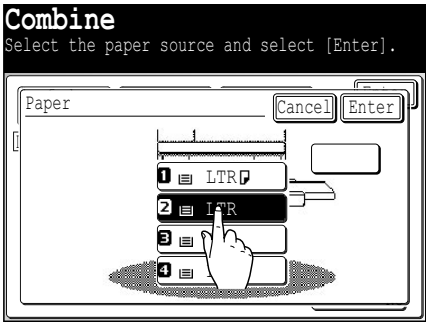
Line No

■ Entering a separation line

A separation line can be placed in the copied image.

4 (1) When entering a separation line, press **[Line]**.

```
Combine
Adjust settings and select [Enter].
To go back, select [Combine].

Combine    Paper    Ratio          Enter
4-in-1     Letter   Auto
Doc. Direction

                              Position

                              Layout
                                Mode 1

                              Line
                                    No
```
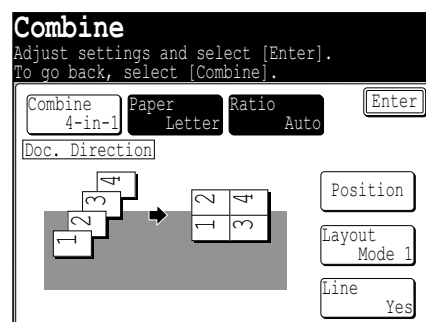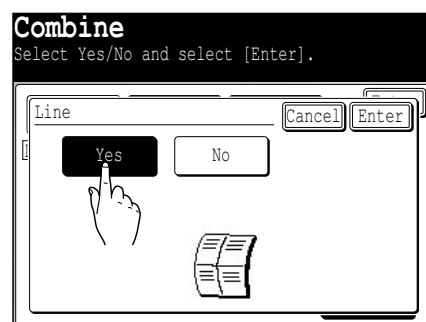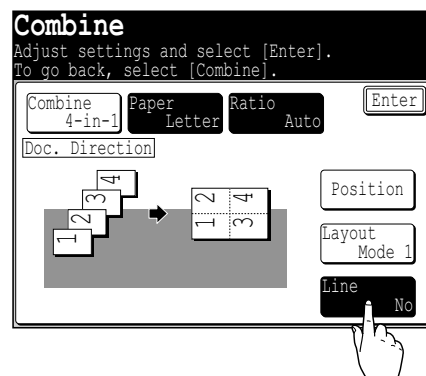
Note

Press **[No]** to delete the separation line.

Reference

The width of the separation line can be changed. (see page 2-97)

(2) Press **[Yes]**.
(3) Press **[Enter]**.

```
Combine
Select Yes/No and select [Enter].

Line                    Cancel  Enter

      Yes        No
```

```
Combine
Adjust settings and select [Enter].
To go back, select [Combine].

Combine    Paper    Ratio          Enter
4-in-1     Letter   Auto
Doc. Direction

                              Position

                              Layout
                                Mode 1

                              Line
                                   Yes
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

■ Changing the document order

The positions of the documents to be copied can be freely changed.

5 (1) To change the position of a document, press **[Position]**.

Combine
Adjust settings and select [Enter].
To go back, select [Combine].
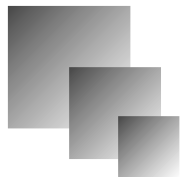
```
Combine    Paper     Ratio                Enter
  4-in-1     Letter      Auto
Doc. Direction
                                  Position
                                  Layo        1
                                  Line
                                       Yes
```
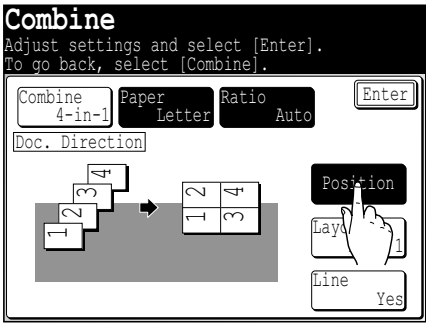
(2) Select the position you want to change.

Combine
Select the page position using the
numeric keypad or icon and select [Enter].

```
Position         Default  Cancel  Enter

              1 2
              3 4

The position of       document
can be arranged.
```

· The selected position number and the entered number will be switched with each other.
· To reposition, press **[De-fault]**.
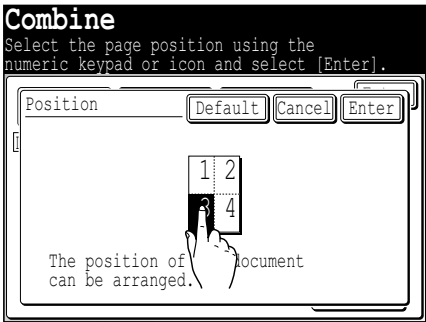
(3) Use the numeric keypad to enter the numbers of documents to be rearranged.

Combine
Select the page position using the
numeric keypad or icon and select [Enter].

```
Position         Default  Cancel  Enter

              1 3
              2 4

The position of the document
can be arranged.
```
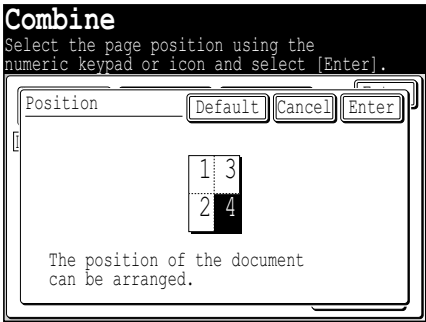
(4) Press **[Enter]** to set the position.

Combine
Adjust settings and select [Enter].
To go back, select [Combine].

```
Combine    Paper     Ratio                Enter
  4-in-1     Letter      Auto
Doc. Direction
                                  Position
                                  Layout
                                      Mode 1
                                  Line
                                       Yes
```

■ Setting the image layout

When the copied images are smaller in the manual magnification setting than in the automatic setting, you can select the layout for copying onto the paper as follows:

·Mode 1 (Equivalent layout):

The images of combine copies are laid out evenly on the paper.
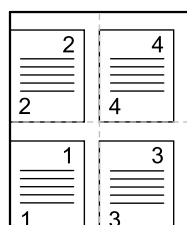
·Mode 2 (Continuous layout):

The images of combine copies are laid out using the edge of the paper as the standard.

6 (1) To set the layout, press **[Layout]**.
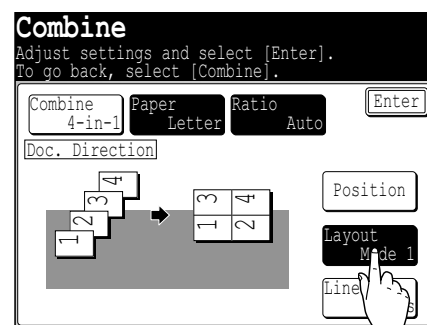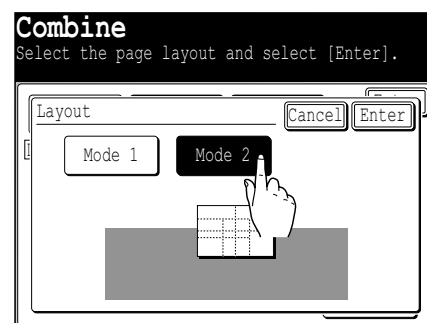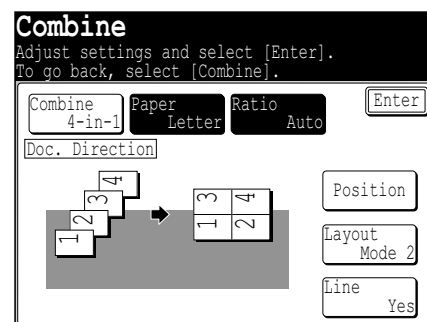
(2) Select the layout.

(3) Press **[Enter]** to set the layout position.

■ Setting the magnification

The magnification is automatically set. You can change the copy magnification in the following steps.

7 (1) Press **[Ratio]** to change the copy magnification.

```
Combine
Adjust settings and select [Enter].
To go back, select [Combine].

 Combine    Paper    Ratio            Enter
   4-in-1     Letter        Auto
 Doc. Direction
                                      Position

                                      Layout
                                          Mode 2
                                      Line
                                          Yes
```

Note

· If you make an incorrect entry, overwrite it with the correct entry.
· The magnification can be set from 25% to 400%.

(2) Select the magnification with which you want to copy or use **[+] [-]** or the numeric keypad to set the magnification.

(3) Press **[Enter]**.

```
Combine
Use the arrows or numeric keypad to
select the zoom ratio and select [Enter].

 Zoom                       Cancel  Enter

  Auto     100%
           Enlarge
          154%    129%    121%
  129%    H.LTR-> Letter-> Legal->
 25~400     Legal   11x17   11x17
   +       Reduce
          77%     64%     50%
   -      Legal-> 11x    11x17->
            Letter  Letter  H.LTR
```

```
Combine
Adjust settings and select [Enter].
To go back, select [Combine].

 Combine    Paper    Ratio            Enter
   4-in-1     Letter      129%
 Doc. Direction
                                      Position

                                      Layout
                                          Mode 2
                                      Line
                                          Yes
```
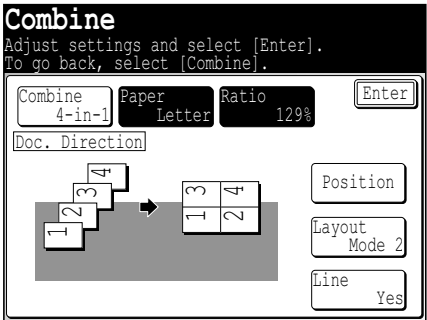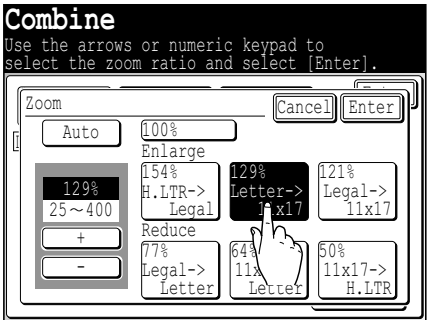
· Press **RESET** to cancel the combine copy settings.

· Load the document as shown in the screen display (document orientation).

Reference

· Next document can be set to scan multiple documents. (see page 2-9)

· Copying using both ADF and the document glass is possible. (see page 2-12)

8 Press **[Enter]** twice to return to the standby screen.
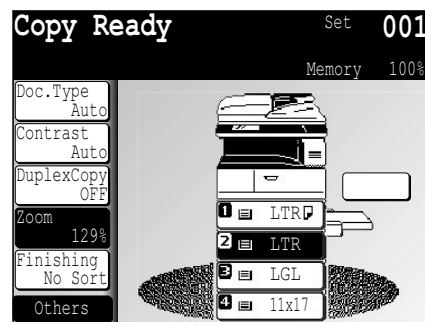
```
Copy Ready            Set   001
                   Memory   100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
       OFF
Zoom            1 ▤  LTR
     129%       2 ▤  LTR
Finishing       3 ▤  LGL
  No Sort       4 ▤  11x17
  Others
```

9 Load the document and press **START**.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

COPY Chapter2 ● Advanced Copy Features   2-37
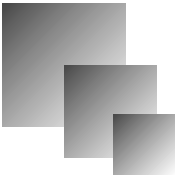
Repeat Copy

This is used to copy the document repeatedly to one sheet of paper.
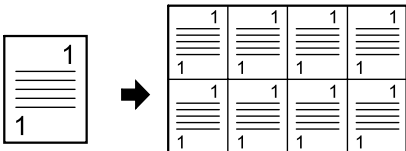
Operating tips

●The number of documents that can be arranged on 1 sheet of paper is 2, 4, and 8.
●The automatic magnification will be set at the moment repeat copy is set even if an optional copy magnification is set. Set the optional magnification while setting the repeated copy.
●The copied image might have areas missing depending on the paper and document.
●A separator line can be placed in the copied image.
●Rotate copying is not available. Load the document as shown in the screen display. When the number of repeats is 4, load them in the same orientation as the paper, and when it is 2 or 8, load them in the opposite orientation as the paper. For example, when repeating 2 times to Letter paper, load the document in the opposite orientation as Letter ⬚ paper.

1
(1) Press **COPY**.
(2) Press **[Others]**.

```
Copy Ready              Set    001
                        Memory   100%
Doc.Type
       Auto
Contrast
       Auto
DuplexCopy
        OFF            1 ▤  LTR
Zoom                   2 ▤  LTR
       100%
Finishing              3 ▤  LGL
   No Sort             4 ▤  11x17
Others
```

(3) Press **[Repeat]**.

```
Copy Functions
Select item to edit.
                              Enter
Paper      Combine    Repeat    SeriesCopy
   Auto        OFF        OFF        OFF
Margin     EraseBordr Era  ntr TopUp Copy
    OFF        OFF        FF        OFF
Last Job   XY Zoom    Nega  i  Card Copy
               OFF        OFF        OFF
```

Note

The copy magnification will be set to **[Auto]**.

2 (1)Select the number of image repetition.
(2)Press **[Enter]**.
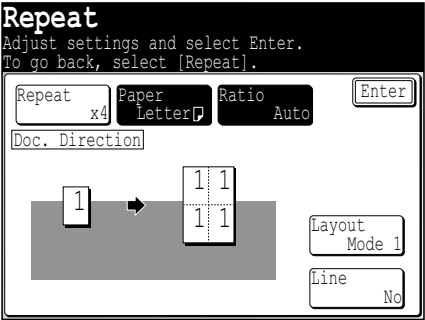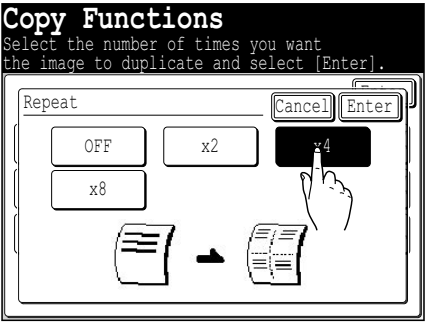
Copy Functions
Select the number of times you want
the image to duplicate and select [Enter].

| Repeat | | Cancel | Enter |

| OFF | x2 | x4 |

| x8 |

Repeat
Adjust settings and select Enter.
To go back, select [Repeat].

| Repeat x4 | Paper Letter | Ratio Auto | Enter |

Doc. Direction

| 1 | → | 1 1 / 1 1 |

Layout Mode 1

Line No

■ Selecting the paper

3 (1) To select the paper, press **[Pa-per]**.

Repeat
Adjust settings and select Enter.
To go back, select [Repeat].

| Repeat x4 | Paper Letter | Ratio Auto | Enter |

Doc. Direction

1 → 1 1 / 1 1

Layout Mode 1

Line No

Note

The loading method of the document changes depending on the paper orientation.
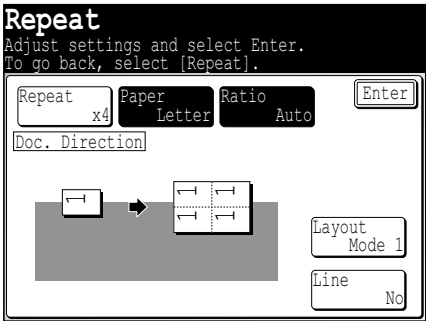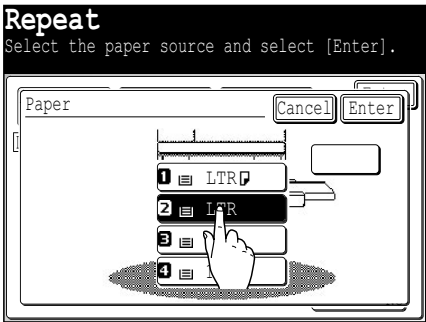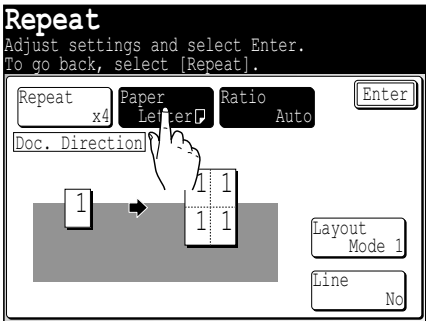
(2) Select the paper.
(3) Press **[Enter]**.

Repeat
Select the paper source and select [Enter].

Paper   Cancel Enter

1 ▤ LTR
2 ▤ LTR
3 ▤
4 ▤

Repeat
Adjust settings and select Enter.
To go back, select [Repeat].

| Repeat x4 | Paper Letter | Ratio Auto | Enter |

Doc. Direction

Layout Mode 1

Line No

■ Entering a separator line

A separator line can be placed in the copied image.

4 (1) To enter a separator line, press **[Line]**.
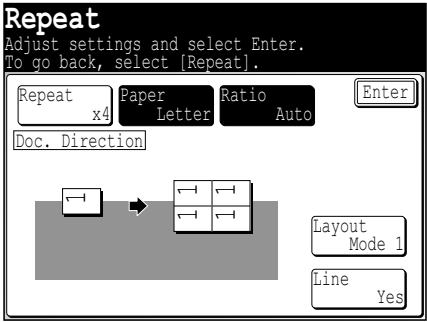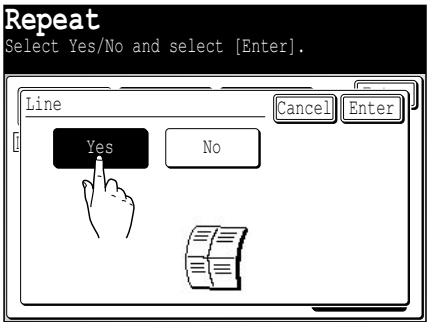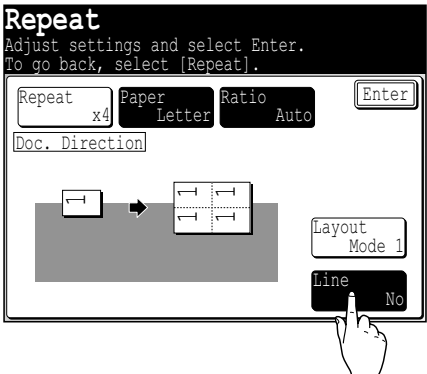
Repeat
Adjust settings and select Enter.
To go back, select [Repeat].

| Repeat x4 | Paper Letter | Ratio Auto | Enter |

Doc. Direction

Layout Mode 1

Line No

(2) Press **[Yes]**.
(3) Press **[Enter]**.

Repeat
Select Yes/No and select [Enter].

Line   Cancel Enter

Yes   No

Repeat
Adjust settings and select Enter.
To go back, select [Repeat].

| Repeat x4 | Paper Letter | Ratio Auto | Enter |

Doc. Direction

Layout Mode 1

Line Yes

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

■ Setting the image layout

When the copied images are smaller in the manual magnification setting than in the automatic setting, you can select the layout for copying onto the paper as follows:

·Mode 1 (Equivalent layout):

The images of repeat copies are laid out evenly on the paper.

·Mode 2 (Continuous layout):

The images of repeat copies are laid out using the edge of the paper as the standard.
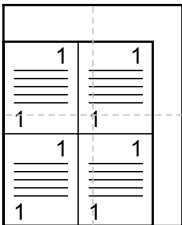
5 (1) To set the layout, press **[Layout]**.
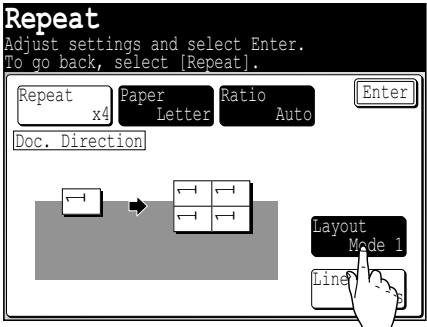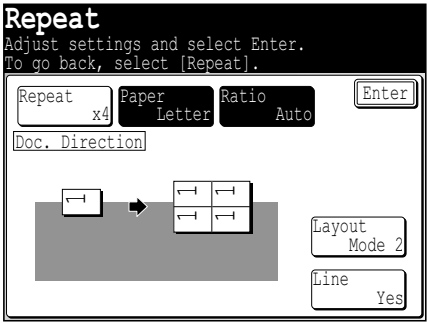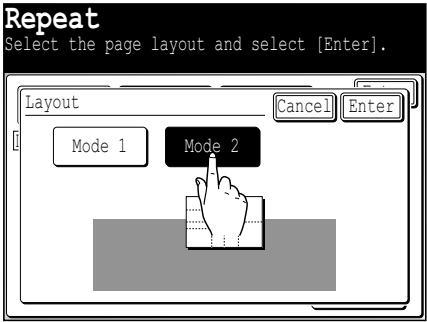
(2) Select the layout.
(3) Press **[Enter]** to set the layout position.

■ Setting the magnification

The magnification is automatically set. Change the magnification ratio in the following steps.

6 (1) Press **[Ratio]** to change the copy magnification.

```
Repeat
Adjust settings and select Enter.
To go back, select [Repeat].

Repeat        Paper     Ratio              Enter
       x4         Letter           Auto
Doc. Direction

                                    Layout
                                       Mode 2
                                    Line
                                         Yes
```

Note

· If you make an incorrect entry, overwrite it with the correct entry.
· The magnification can be set from 25% to 400%.

(2) Select the magnification with which you want to copy or use **[+] [-]** or the numeric keypad to set the magnification.
(3) Press **[Enter]**.

```
Repeat
Use the arrows or numeric keypad to
select the zoom ratio and select [Enter].

Zoom                    Cancel  Enter
    Auto    100%
            Enlarge
  129%     154%      129%      121%
 25~400    H.LTR->   Letter->  Legal->
    +         Legal     11x17     11x17
            Reduce
    -       77%       64%       50%
            Legal->   11x       11x17->
            Letter    Letter    H.LTR
```

Note

Press **RESET** to cancel the repeat settings.

7 Press **[Enter]** twice to return to the standby screen.

```
Copy Ready           Set    001

                        Memory    100%
Doc.Type
    Auto
Contrast
    Auto
DuplexCopy
    OFF
Zoom                1  LTR
    129%            2  LTR
Finishing           3  LGL
  No Sort           4  11x17
  Others
```

Note

Load the document as shown in the screen display (document orientation). For example, when repeating 2 times to Letter paper, load the document in the opposite orientation as Letter paper.

8 Load the document and press **START**.

Series Copy

This is used to copy each side from two facing pages, such as a book, on to separate sheets of paper.
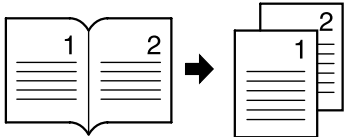
Operating tips

● The automatic magnification will be set at the moment series copy is set even if an optional copy magnification is set. Set the optional magnification while setting the series copy.
● The copied image might have areas missing depending on the paper and document.
● The ADF is not available. The series copy is available only from the document glass.

1
(1) Press **COPY**.
(2) Press **[Others]**.

```
Copy Ready          Set  001
                    Memory  100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
      OFF
Zoom
     100%
Finishing
  No Sort
Others                1 ≡ LTR
                      2 ≡ LTR
                      3 ≡ LGL
                      4 ≡ 11x17
```

(3) Press **[SeriesCopy]**.

```
Copy Functions
Select item to edit.
                              Enter

Paper     Combine   Repeat    SeriesCopy
    Auto      OFF       OFF        OFF
Margin    EraseBordr EraseCentr TopyCopy
    OFF       OFF       OFF        FF
Last Job  XY Zoom   Nega/Posi Card Copy
              OFF       OFF        OFF
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
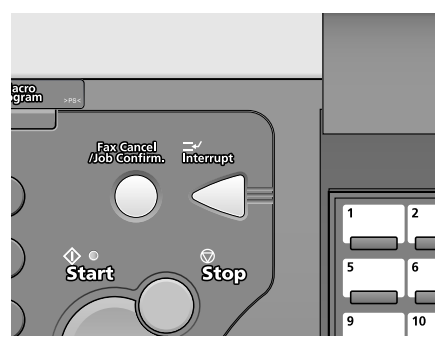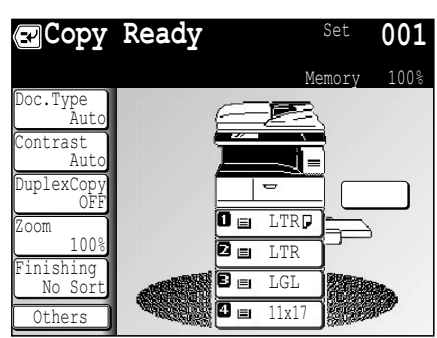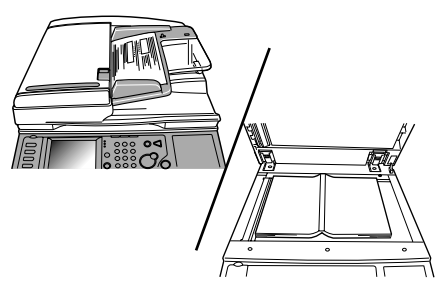Chapter4

Common
Settings

In This
Case...

Appendix

Note

· This book is bound on
  the left.
· The copy magnification
  will be set to **[Auto]**.

2 (1) Select the binding direction of
        the loaded document.
      (2) Press **[Enter]**.

Left binding document
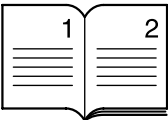
Right binding document
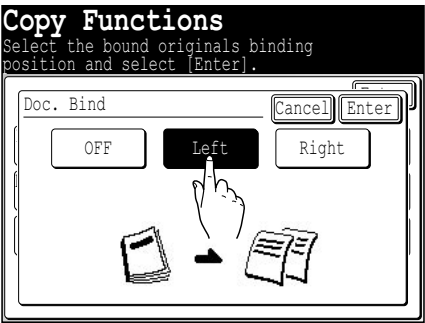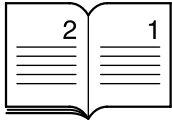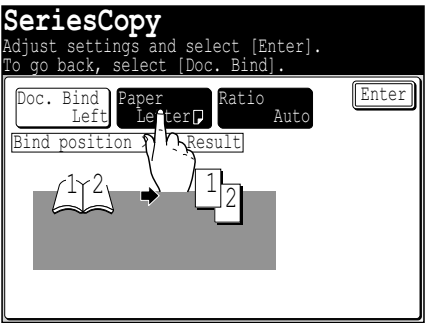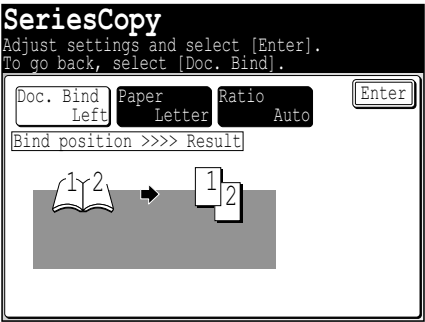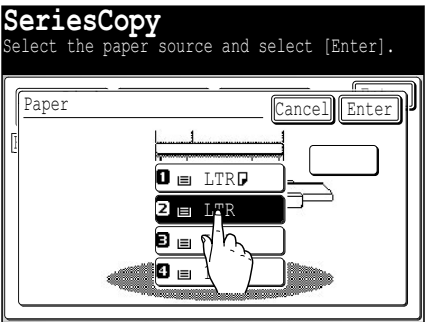
Copy Functions
Select the bound originals binding
position and select [Enter].

Doc. Bind   Cancel Enter

OFF   Left   Right

3 (1) To select the paper, press **[Pa-
        per]**.

SeriesCopy
Adjust settings and select [Enter].
To go back, select [Doc. Bind].

Doc. Bind Paper   Ratio   Enter
    Left   Letter   Auto
Bind position >>>> Result

      (2) Select the paper.
      (3) Press **[Enter]**.

SeriesCopy
Select the paper source and select [Enter].

Paper   Cancel Enter

      1 ≡ LTR
      2 ≡ LTR
      3 ≡
      4 ≡

SeriesCopy
Adjust settings and select [Enter].
To go back, select [Doc. Bind].

Doc. Bind Paper   Ratio   Enter
    Left   Letter   Auto
Bind position >>>> Result

■ Setting the magnification

The magnification is automatically set. You can change the copy magnification in the following steps.

4 (1) Press **[Ratio]** to change the copy magnification.
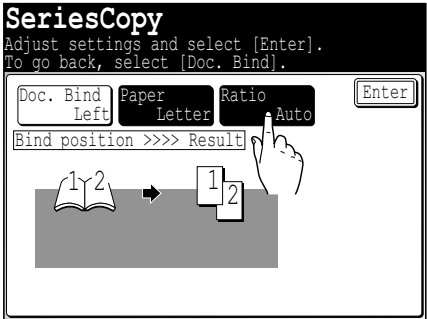
```
SeriesCopy
Adjust settings and select [Enter].
To go back, select [Doc. Bind].

Doc. Bind   Paper      Ratio           Enter
   Left      Letter        Auto
Bind position >>>> Result
     1 2    ➡    1
                 2
```

Note

· If you make an incorrect entry, overwrite it with the correct entry.
· The magnification can be set from 25% to 400%.

(2) Select the magnification with which you want to copy or use **[+] [-]** or the numeric keypad to set the magnification.
(3) Press **[Enter]**.

```
SeriesCopy
Use the arrows or numeric keypad to
select the zoom ratio and select [Enter].

Zoom                    Cancel  Enter
  Auto      100%
            Enlarge
            154%      129%      121%
   129%     H.LTR->   Letter->  Legal->
  25~400      Legal     11x17     11x17
    +       Reduce
            77%       64%       50%
    -       Legal->   11       11x17->
              Letter    Letter    H.LTR
```

5 Press **[Enter]** twice to return to
the standby screen.

```
Copy Ready              Set   001
                      Memory   100%
Doc.Type
    Auto
Contrast
    Auto
DuplexCopy
      OFF
Zoom
    129%                1 ▣  LTR▯
Finishing             2 ▣  LTR
  No Sort             3 ▣  LGL
  Others              4 ▣  11x17
```

6 Load the document and press
START.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
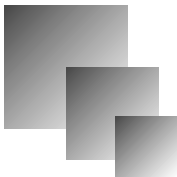
Erasing Document Shadows
(Erase Border/Erase Center)

Dark shadows are created in the center or margin by copying with the cover open or when copying books and magazines. These shadows can be erased when copying.

Erase Border
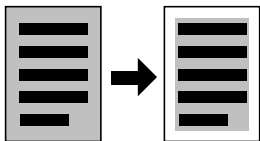
Erase Center
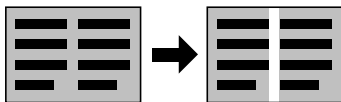
Operating tips

●The methods for erasing document shadows are "Erase Border", which erases the shadow around the border, and "Erase Center", which erases the shadow in the center. To erase the shadow around the border or in the center, set Erase Border or Erase Center, respectively.
●Erase Border and Erase Center can be set to ON as default. (see page 2-96)

Erase border

1 (1) Press **COPY**.

(2) Press **[Others]**.

```
Copy Ready                    Set    001
                              Memory  100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy                    1 ☰  LTR
     OFF
Zoom                          2 ☰  LTR
     100%
Finishing                     3 ☰  LGL
  No Sort
Others                        4 ☰  11x17
```

(3) Press **[EraseBordr]**.

Copy Functions
Select item to edit.

Enter

Paper Auto	Combine OFF	Repeat OFF	SeriesCopy OFF
Margin OFF	EraseBordr OFF	EraseCentr OFF	TopUp Copy OFF
Last Job	XY OFF	Nega/Posi OFF	Card Copy OFF
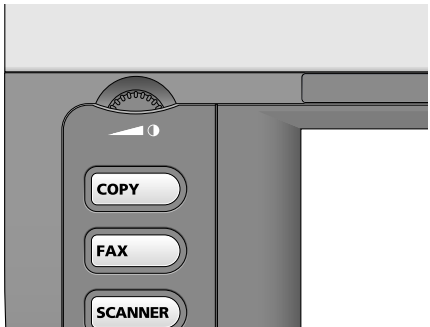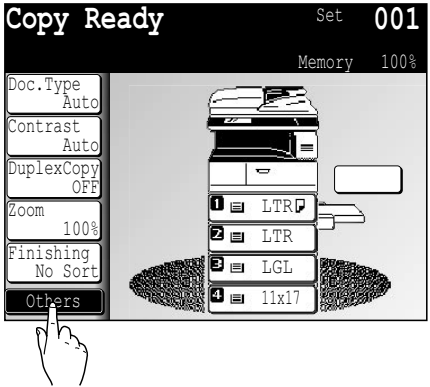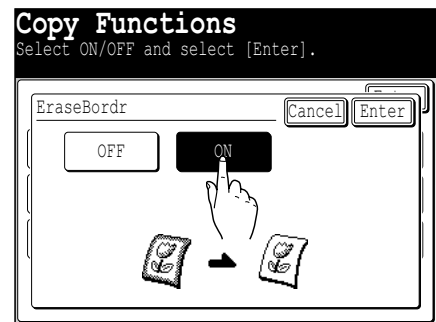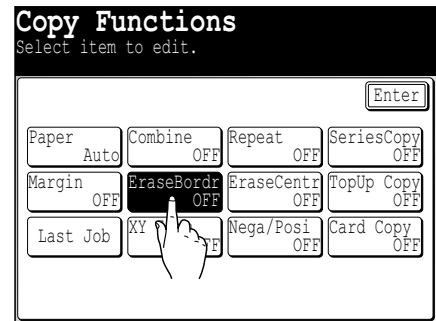
Press **[OFF]** to turn off "Erase Border".

2 (1) Press **[ON]**.
(2) Press **[Enter]**.

Copy Functions
Select ON/OFF and select [Enter].

EraseBordr Cancel Enter

OFF   ON

■ When setting the erase area on top and bottom

3 (1) Press **[T&B Border]**.

```
EraseBordr
Adjust settings and select [Enter].
To go back, select [EraseBordr].

EraseBordr                        Enter
      ON

                              T&B Border
                                 0.2"
        R&L Border
           0.2"
```

(2) Use the numeric keypad or **[▲] [▼]** to enter the area to be erased.

(3) Press **[Enter]**.

```
EraseBordr
Use the arrows or numeric keypad to enter
the setting and select [Enter].

T&B Border              Cancel  Enter

  Input range:0.2-2.0

                 0.4"   ▲
                        ▼
```

■ When setting the erase area on the right and left

(1) Press **[R&L Border]**.
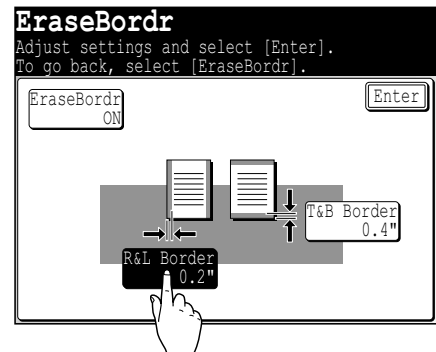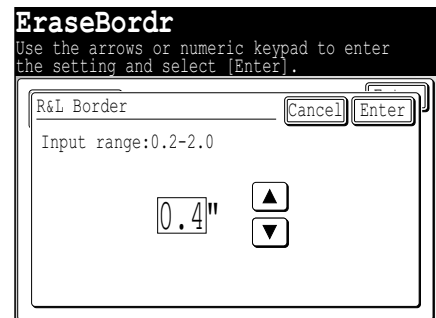
EraseBordr
Adjust settings and select [Enter].
To go back, select [EraseBordr].

EraseBordr
ON   Enter

T&B Border
0.4"

R&L Border
0.2"

(2) Use the numeric keypad or
[▲] [▼] to enter the area to
be erased.
(3) Press **[Enter]**.

EraseBordr
Use the arrows or numeric keypad to enter
the setting and select [Enter].

R&L Border   Cancel Enter

Input range:0.2-2.0

0.4"   ▲
       ▼

Note

Press **RESET** to cancel the
settings.

4 Press **[Enter]** twice to return to
the standby screen.

Copy Ready   Set   **001**
                          Memory   100%

Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
     OFF
Zoom
     100%
Finishing
  No Sort
Others

1 ▤ LTR
2 ▤ LTR
3 ▤ LGL
4 ▤ 11x17

5 Load the document and press
START.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4
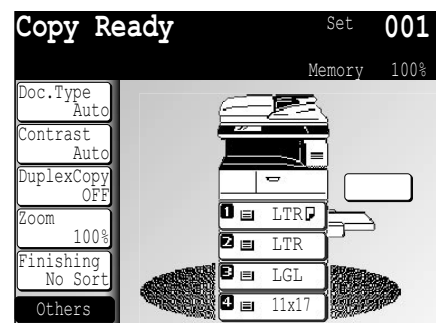
Common
Settings

In This
Case...

Appendix

Erase center

1 (1) Press **COPY**.

(2) Press **[Others]**.

```
Copy Ready              Set    001
                        Memory   100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
       OFF
Zoom
      100%
Finishing
  No Sort
  Others
```
```
1 ≣  LTR
2 ≣  LTR
3 ≣  LGL
4 ≣  11x17
```

(3) Press **[EraseCentr]**.

```
Copy Functions
Select item to edit.
                              Enter
Paper    Combine   Repeat    SeriesCopy
   Auto      OFF      OFF       OFF
Margin   EraseBordr EraseCentr TopUp Copy
   OFF      OFF      OFF       OFF
Last Job XY Zoom    Neg/Posi  Card Copy
            OFF               OFF
```
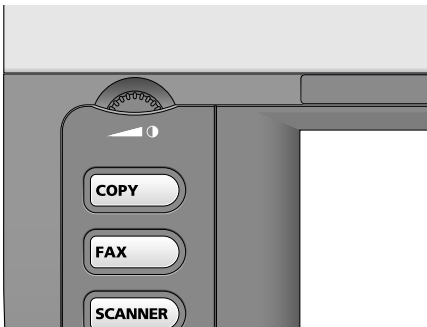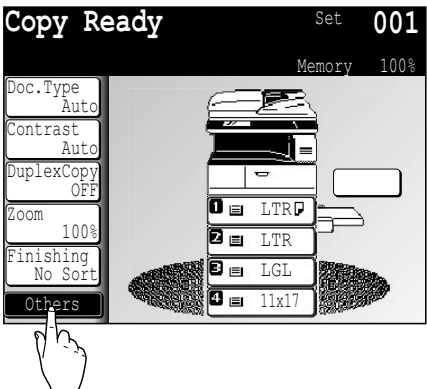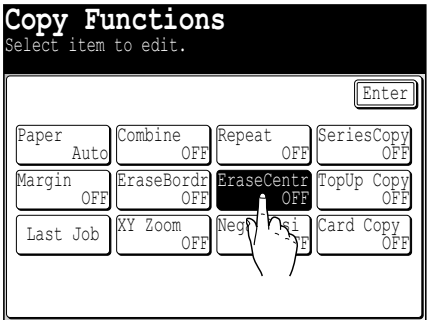
Note

Press **[OFF]** to turn off the erase center.

2 (1) Press **[ON]**.
   (2) Press **[Enter]**.

```
Copy Functions
Select ON/OFF and select [Enter].

EraseCentr          Cancel  Enter

   OFF       ON
```

3 (1) Press **[EraseWidth]**.

EraseCentr
Adjust settings and select [Enter].
To go back, select [EraseCentr].

EraseCentr
ON   Enter
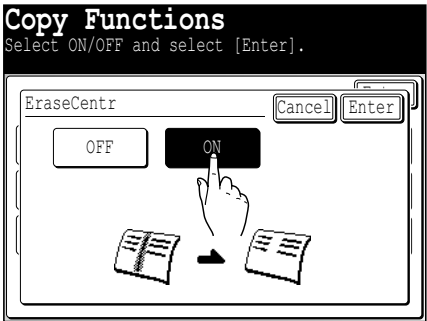
EraseWidth
0.1"
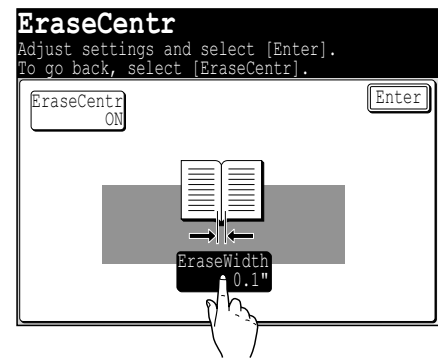
(2) Use the numeric keypad or
[▲] [▼] to set the area to be
erased.
(3) Press **[Enter]**.
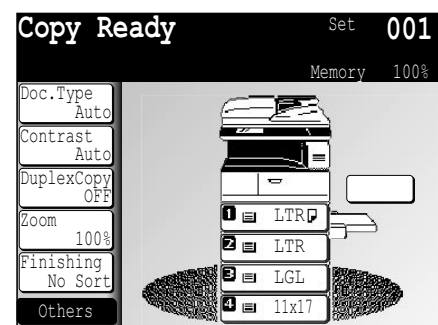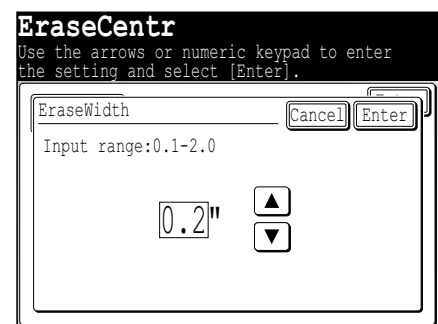
COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

EraseCentr
Use the arrows or numeric keypad to enter
the setting and select [Enter].

EraseWidth   Cancel Enter

Input range:0.1-2.0

0.2"   ▲
       ▼

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Note

Press **RESET** to cancel the
settings.

4 Press **[Enter]** twice to return to
the standby screen.

Copy Ready   Set **001**

                      Memory   100%

Doc.Type
Auto
Contrast
Auto
DuplexCopy
OFF
Zoom
100%
Finishing
No Sort
Others

❶ LTR
❷ LTR
❸ LGL
❹ 11x17

5 Load the document and press
START.
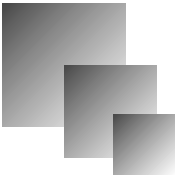
TopUp Copy

Dark shadows are created around the outside of the document when copying the document with the cover open or the original is a book or magazine. These shadows can be erased when copying.
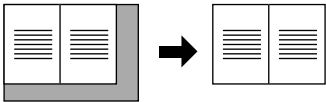
Operating tips

● To erase the shadow around the border and/or in the center of the document, set Erase Border or Erase Center, respectively. (see page 2-48)
● The ADF is not available. The TopUp copy is available only from the document glass.

1 (1) Press **COPY**.
(2) Press **[Others]**.

```
Copy Ready          Set    001
                        Memory   100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
       OFF
Zoom               1 ▤  LTR▯
     100%          2 ▤  LTR
Finishing          3 ▤  LGL
  No Sort          4 ▤  11x17
  Others
```

(3) Press **[TopUp Copy]**.

```
Copy Functions
Select item to edit.
                                    Enter
Paper      Combine    Repeat     SeriesCopy
    Auto       OFF        OFF         OFF
Margin     EraseBordr EraseCentr TopUp Copy
     OFF        OFF        OFF        OFF
Last Job   XY Zoom    Nega/Posi  Card Copy
               OFF        OFF
```
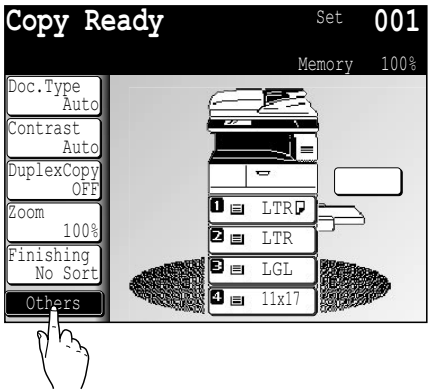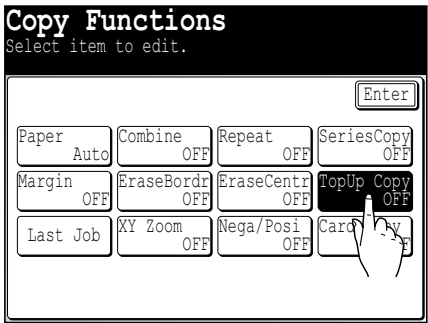
2 (1) Select the size of the document to be copied.
　　(2) Press **[Enter]**.

Copy Functions
Select the scanning size and select [Enter].

Scan Size		Cancel	Enter
OFF	Letter	Letter
H.LTR	H	Legal
11x17	Card	Check
Custom1	Custom2	

TopUp Copy
Select Enter to continue.
To go back, select [Scan Size].

Scan Size
Letter
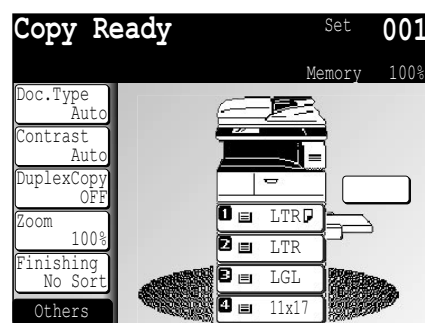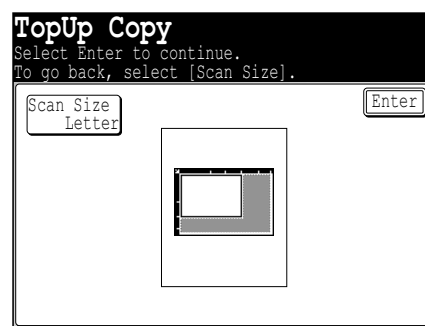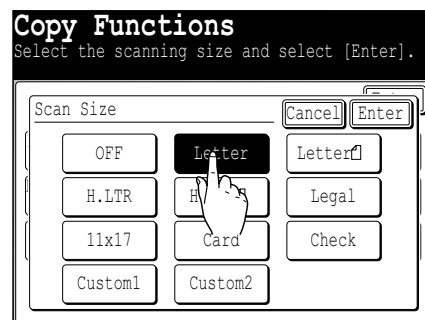
Enter

Note

Press **RESET** to cancel the settings.

3 Press **[Enter]** twice to return to the standby screen.

Copy Ready　　　　Set **001**

Memory　100%

Doc.Type
Auto
Contrast
Auto
DuplexCopy
OFF
Zoom
100%
Finishing
No Sort
Others

1 ▤ LTR
2 ▤ LTR
3 ▤ LGL
4 ▤ 11x17

4 Load the document and press **START**.
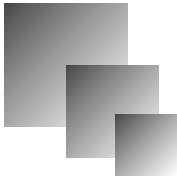
Adding Margin (Margin)

This offsets the document vertically and horizontally to add a margin. It is helpful to staple the document or punch it with holes for filing.
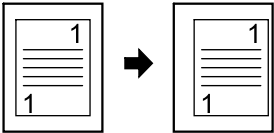
Operating tips

● The margin will be added, so entire document may not be copied.
● The margin value does not change even if the document is enlarged or reduced.
● Margin can be set to ON as default. (see page 2-96)

1 (1) Press **COPY**.
(2) Press **[Others]**.

```
Copy Ready                    Set    001
                              Memory   100%
Doc.Type
       Auto
Contrast
       Auto
DuplexCopy
        OFF
Zoom
       100%                    1    LTR
Finishing                      2    LTR
 No Sort                       3    LGL
  Others                       4    11x17
```

(3) Press **[Margin]**.

```
Copy Functions
Select item to edit.
                                        Enter
Paper      Combine    Repeat     SeriesCopy
    Auto       OFF        OFF          OFF
Margin     EraseBordr EraseCentr TopUp Copy
     OFF        OFF        OFF          OFF
Las        XY Zoom    Nega/Posi  Card Copy
              OFF         OFF          OFF
```
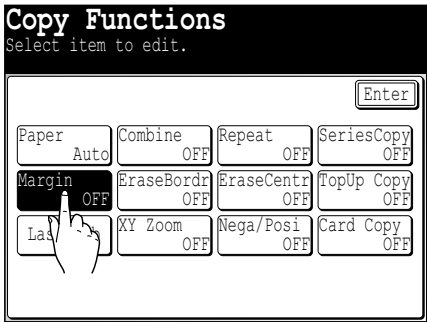
Note

Press **[OFF]** to turn off Margin.

2 (1) Press **[ON]**.
(2) Press **[Enter]**.

```
Copy Functions
Select ON/OFF and select [Enter].

Margin                    Cancel  Enter
      OFF          ON
```
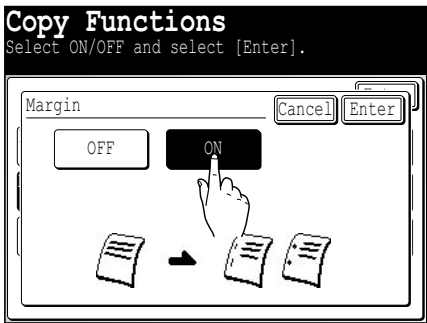
3 (1)Select the margin entry position you want to set.

```
Margin
Adjust settings and select [Enter].
To go back, select [Margin].

Margin      Top                    Enter
      ON          0.0"

   Left                  Right
        0.0"                 0.0"

              Bottom
                 0.0"
```
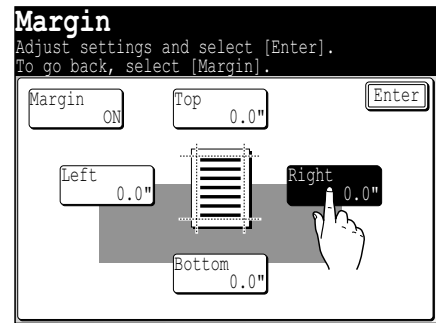
(2)Use the numeric keypad or **[▲] [▼]** to enter the margin value.
(3)Press **[Enter]**.

```
Margin
Use the arrows or the numeric keypad
to adjust the margin and select [Enter].

Right             Cancel  Enter

  Input range:0.0-1.0

         0.2"      ▲
                   ▼
```

Note

The Margin setting will turn off if all the margins are set to 0 mm.
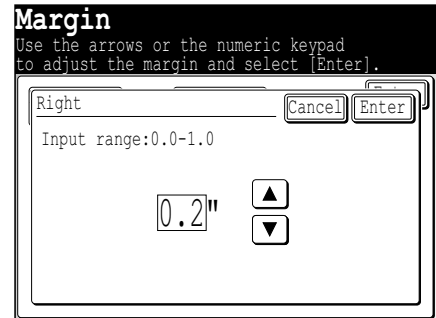
4 (1)Repeat step 3 to enter the values for all the margins.
(2)Press **[Enter]**.

```
Margin
Adjust settings and select [Enter].
To go back, select [Margin].

Margin      Top                    Enter
      ON          0.0"

   Left                  Right
       -0.2"                0.2"

              Bottom
                 0.0"
```

Note

Press **RESET** to cancel the settings.

5 Press **[Enter]** to return to the standby screen.

```
Copy Ready          Set   001

                    Memory   100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
      OFF
Zoom                1 ▤ LTR
     100%           2 ▤ LTR
Finishing           3 ▤ LGL
  No Sort           4 ▤ 11x17
 Others
```

6 Load the document and press **START**.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
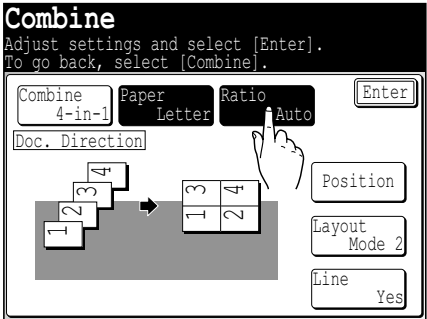Case...

Appendix
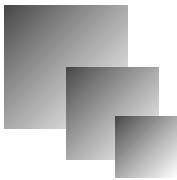
Copying with Different Magnification Ratios Horizontally and Vertically (XY Zoom)

You can copy the document with different magnification horizontally and vertically (XY ratio magnification). You can also copy entering the post-copy vertical and horizontal size to have the machine calculate the magnifications to match the specified size (XY size magnification).

Directional ratio magnification

Document → Copy
Vertical (%)
Horizontal (%)

Directional size magnification

Document → Copy
Vertical document size (inch)
Vertical copy size (inch)
Horizontal document size (inch)
Horizontal copy size (inch)

Specifying vertical and horizontal magnifications separately (XY(%) magnification)

● Copying can be done with the vertical and horizontal magnification ratio specified separately.
● The magnification can be specified regardless of the document or paper size, so that the copied image could have areas missing or a margin could be formed depending on the settings and paper conditions.

1 Load the document.

2 From the touch screen, select the cassette containing the paper you want to use for copying.

Copy Ready   Set **001**
                Memory 100%
Doc.Type
    Auto
Contrast
    Auto
DuplexCopy
    OFF
Zoom
    100%
Finishing
 No Sort
 Others
① LTR
② TR
③
④ 11x17

3 (1) Press **[Others]**.
(2) Press **[XY Zoom]**.

Copy Functions
Select item to edit.

Paper   Enter
    Auto
Paper   Combine   Repeat   SeriesCopy
 Letter   OFF   OFF   OFF
Margin   EraseBordr EraseCentr TopUp Copy
    OFF   OFF   OFF   OFF
Last job   XY Zoom   Nega/Posi Card Copy
            OFF   OFF   OFF

4 (1) Press **[XY %]**.
(2) Press **[Enter]**.

```
Copy Functions
Select the XY zoom ratio and select [Enter].

  XY Zoom                    Cancel   Enter

      OFF        XY %       XY inch

  The (X) axis and    xis of the
  document can be co     at different
  magnifications.
```
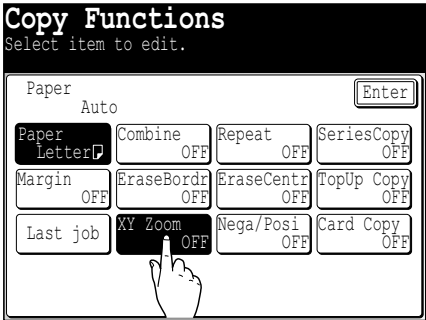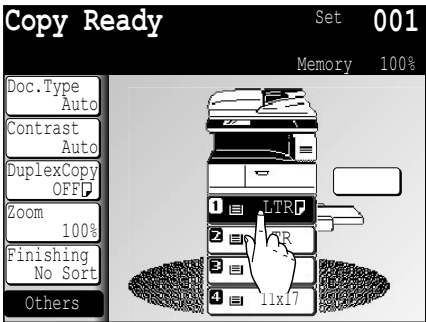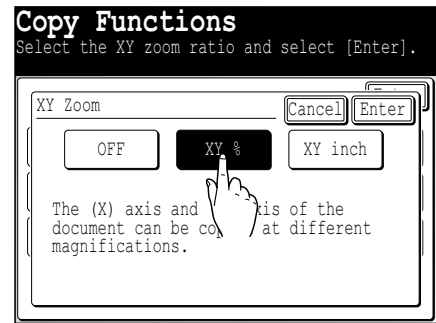
5 (1) Select the magnification ratio you want to change.

```
XY Zoom
Adjust the (X) and (Y) axis
and select [Enter].

 XY Zoom                          Enter
      XY %


                  ┌─┐
                  │ │ Ratio(Y)
             Doc. │ │  100 %
                  └─┘
                Ratio(X)
                   100 %
```
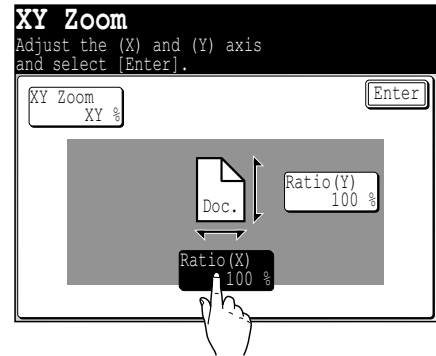
(2) Use the numeric keypad or **[▲] [▼]** to enter the magnification (25 to 400%).
(3) Press **[Enter]**.

```
XY Zoom
Use the arrows or numeric keypad
to enter the ratio and select [Enter].

 Ratio(X)              Cancel   Enter

  Input range:025-400

                        ▲
              120  %     ▼
```
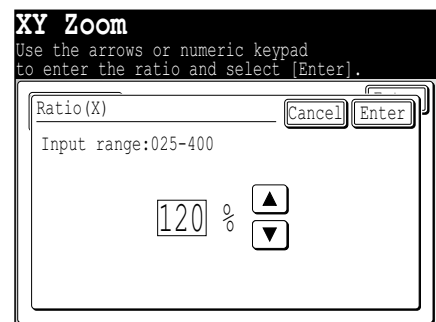
Note ○

Press **RESET** to cancel the settings.

6 Press **[Enter]** twice to return to the standby screen.
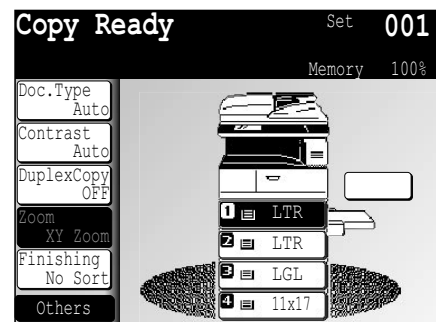
```
Copy Ready               Set   001

                              Memory   100%
 Doc.Type
     Auto
 Contrast
     Auto
 DuplexCopy
       OFF
 Zoom                    1 ▤ LTR
   XY Zoom
 Finishing               2 ▤ LTR
   No Sort
                         3 ▤ LGL
   Others
                         4 ▤ 11x17
```

7 Load the document and press **START**.

Setting to copy to specified size (XY inch)

●Copying can be done with the magnification automatically calculated by the machine to produce a copy of the specified size by entering the document size and post-copy size.

●The copied image might have areas missing depending on the paper and document. (Custom documents, etc.)

●This setting cannot be made if the calculated magnification is set to less than 25% or more than 400%.

Operating tips

When the document is loaded before the XY Zoom is set, the document size will be entered automatically. (When automatic detection is possible)

1 (1) Press **COPY**.
(2) Load the document.

2 From the touch screen, select the cassette containing the paper you want to use for copying.

```
Copy Ready              Set   001
                        Memory   100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
      OFF
Zoom                  1   LTR
      100%            2   LTR
Finishing
  No Sort             3
Others                4   11x17
```

3 (1) Press **[Others]**.
(2) Press **[XY Zoom]**.

```
Copy Functions
Select item to edit.

Paper                          Enter
      Auto
Paper     Combine   Repeat    SeriesCopy
Letter       OFF       OFF        OFF
Margin    EraseBordr EraseCentr TopUp Copy
      OFF       OFF       OFF        OFF
Last job  XY Zoom   Nega/Posi Card Copy
              OFF       OFF        OFF
```

Note

· When XY Zoom % is set, the screen from step 4(1) on the previous page will be displayed.
· To set **[XY inch]**, press **[XY Zoom]**.

4 (1) Press **[XY inch]**.
(2) Press **[Enter]**.

```
Copy Functions
Select the XY zoom ratio and select [Enter].

XY Zoom              Cancel  Enter

    OFF      XY %     XY inch

The (X) axis and (Y) axis of b    he
document and recording paper c    e
adjusted.
```
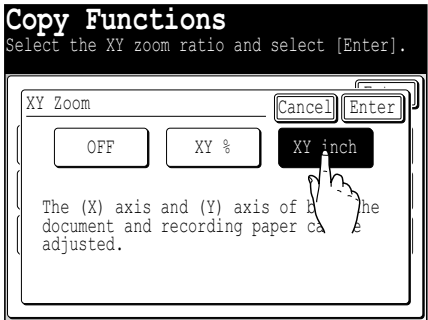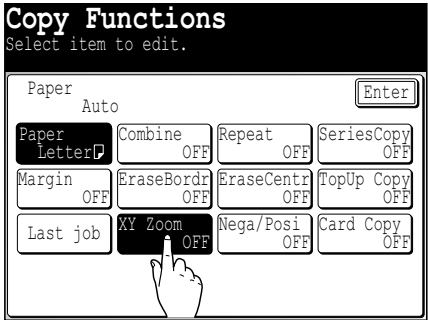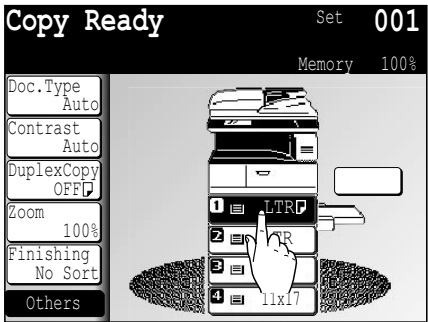
5 (1)Select the sizes you want to change.

XY Zoom
Adjust the ratio and select [Enter].

XY Zoom
XY inch   Enter

L 100% W 100

Doc. | Doc Length 3.2" | Ppr. | Ppr Length 3.2"
Doc Width 4.5" | Ppr Width 4.5"

(2)Use the numeric keypad or [▲] [▼] to enter the length.
(3)Press **[Enter]**.

XY Zoom
Use the arrows or numeric keypad
to enter the width and select [Enter].

Doc width   Cancel   Enter

Input range: 0.1-50.0

04.8"   ▲
          ▼
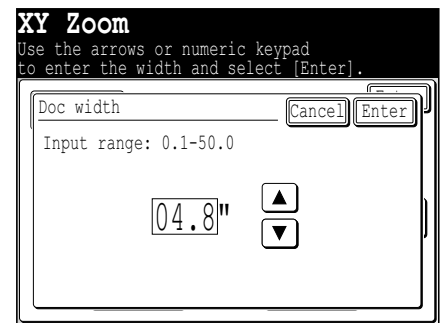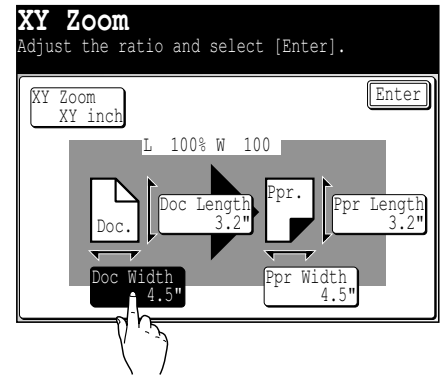
6 (1)Repeat step 4 to enter the other sizes you want to change.
(2)Press **[Enter]**.
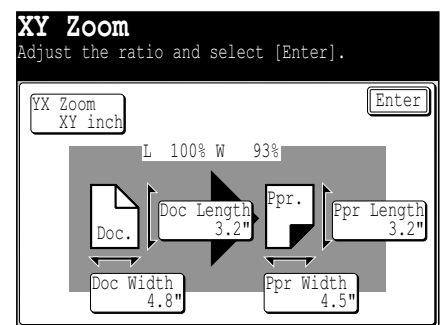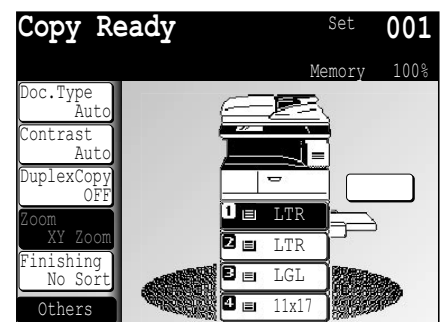
XY Zoom
Adjust the ratio and select [Enter].

YX Zoom
XY inch   Enter

L 100% W 93%

Doc. | Doc Length 3.2" | Ppr. | Ppr Length 3.2"
Doc Width 4.8" | Ppr Width 4.5"

7 Press **[Enter]** to return to the standby screen.

Copy Ready   Set **001**

                        Memory   100%

Doc.Type
  Auto
Contrast
  Auto
DuplexCopy
  OFF
Zoom
  XY Zoom
Finishing
  No Sort
Others

❶ ▤ LTR
❷ ▤ LTR
❸ ▤ LGL
❹ ▤ 11x17

8 Press **START.**

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
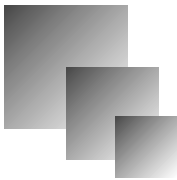
Copying with Black and White Areas Reversed (Negative/Positive)

This is used to reverse the black and white areas of the document when copying.

1 (1) Press **COPY**.
(2) Press **[Others]**.
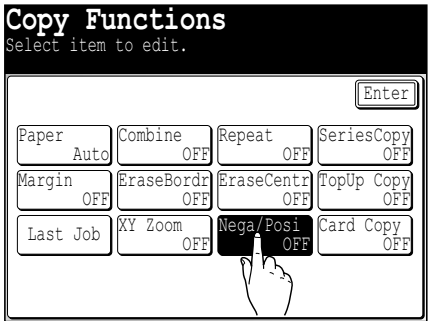
```
Copy Ready                    Set    001
                           Memory    100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
       OFF
Zoom                      1 ▤  LTR▯
     100%                 2 ▤  LTR
Finishing                 3 ▤  LGL
  No Sort                 4 ▤  11x17
  Others
```

2 Press **[Nega/Posi]**.

```
Copy Functions
Select item to edit.
                                    Enter

Paper      Combine    Repeat     SeriesCopy
    Auto       OFF        OFF          OFF
Margin     EraseBordr EraseCentr TopUp Copy
    OFF        OFF        OFF          OFF
Last Job   XY Zoom    Nega/Posi  Card Copy
              OFF        OFF          OFF
```

3 (1) Press **[ON]**.
(2) Press **[Enter]**.

```
Copy Functions
Select ON/OFF and select [Enter].

Nega/Posi              Cancel  Enter

    OFF         ON
```
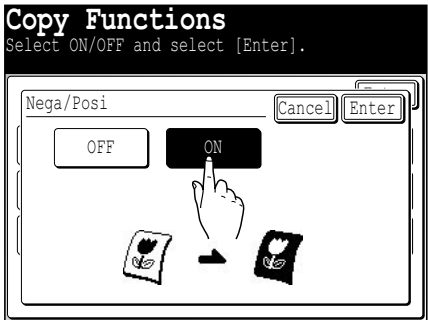
Note

Press **RESET** to cancel the settings.

4 Press **[Enter]** to return to the standby screen.

```
Copy Ready              Set    001
                    Memory  100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
      OFF
Zoom           1 ▤  LTR
     100%      2 ▤  LTR
Finishing      3 ▤  LGL
  No Sort      4 ▤  11x17
Others
```

5 Load the document and press **START**.
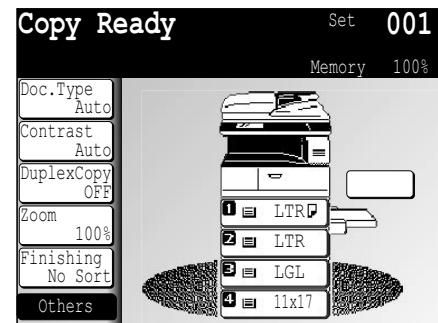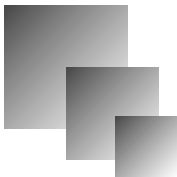
Recopying Previous Copy Job (Last Job)

By storing the scanned document in memory you can recopy a previous job without searching for the original.

Operating tips

● Last Job is available when the previous scanned document is still stored in memory.

● Last Job is not available when the last copy job has been deleted, the preset time limit expired or if the free memory space is not enough.

● The memory hold time can be set as well. In addition, Last Job copying can be prohibited by setting the hold time to 0 minute. (see page 2-97)
   (The default hold time is 0, which means Last Job copying is prohibited at the time of installation.)

How to perform last job copy

1 (1) Press **COPY**.
   (2) Press **[Others]**.

```
Copy Ready              Set   001
                       Memory  100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
      OFF
Zoom
      100%
Finishing          1 ▤  LTR
  No Sort          2 ▤  LTR
Others             3 ▤  LGL
                   4 ▤  11x17
```
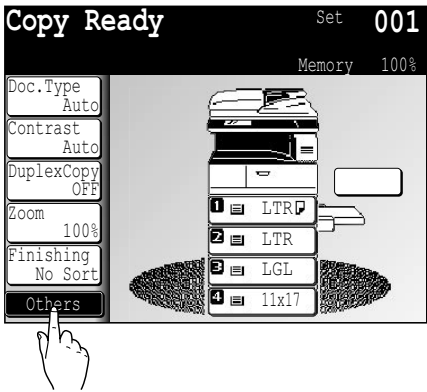
Note

If a document is not stored in memory, the error message, "No document stored in memory" will appear.

2 Press **[Last Job]**.

```
Copy Functions
Select item to edit.
                              Enter
Paper     Combine   Repeat    SeriesCopy
    Auto      OFF        OFF      OFF
Margin    EraseBordr EraseCentr TopUp Copy
    OFF       OFF        OFF      OFF
Last Job  XY Zoom   Nega/Posi Card Copy
          OFF        OFF      OFF
```
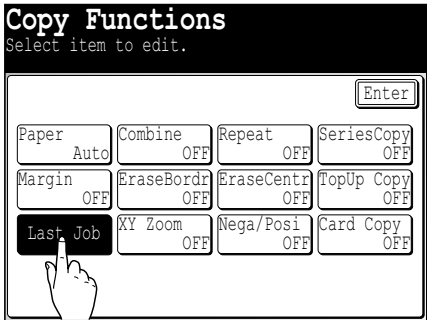
Note

· If you make an incorrect entry, overwrite it with the correct entry.
· Press **RESET** to cancel the settings.

3 Use the numeric keypad to enter the number of copies.

Last Job　　　　Set　**010**

EraseDoc　Enter

Press [START] to
copy　001 pages immediately before
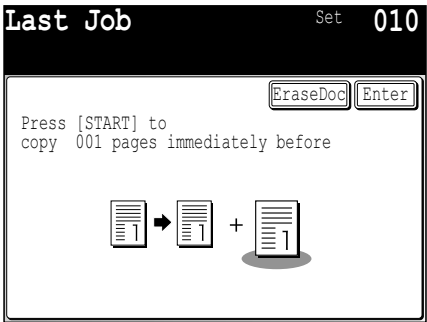
4 Press **START**.
Copying will begin.

Deleting last job document

1 (1) Press **COPY**.
(2) Press **[Others]**.

```
Copy Ready                    Set    001
                            Memory   100%
Doc.Type
       Auto
Contrast
       Auto
DuplexCopy
        OFF
Zoom
       100%                    ❶ ▤   LTR▯
Finishing                      ❷ ▤   LTR
  No Sort                      ❸ ▤   LGL
  Others                       ❹ ▤   11x17
```

2 (1) Press **[Last Job]**.

```
Copy Functions
Select item to edit.
                                    Enter
Paper      Combine    Repeat    SeriesCopy
    Auto        OFF       OFF         OFF
Margin     EraseBordr EraseCentr TopUp Copy
     OFF        OFF       OFF         OFF
Last Job   XY Zoom    Nega/Posi  Card Copy
               OFF       OFF         OFF
```
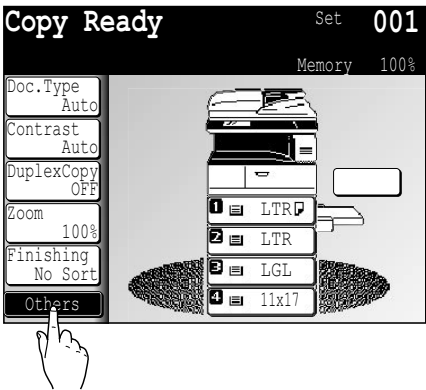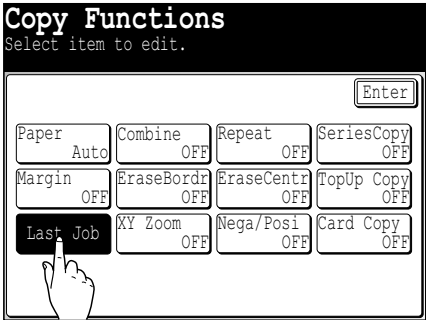
Note

Press **RESET** to cancel the settings.

3 Press **[EraseDoc]**.

```
Last Job                      Set    001

                            EraseDoc  Enter
Press [START] to
copy  001 pages immediately be

      ▤ ➡ ▤  +  ▤
       1     1      1
```
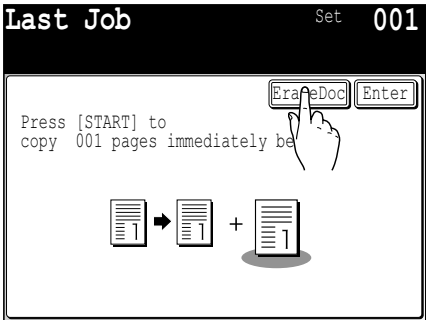
Note

Press **[No]** to return to step 3.

4 Press **[Yes]** to delete the Last Job document.

```
Last Job                      Set    001

   Number of stored page: 001
   Would you like to delete?




                          Yes      No
```
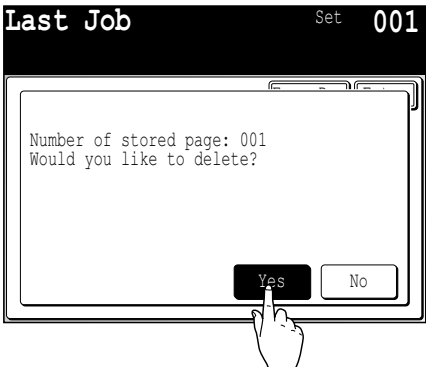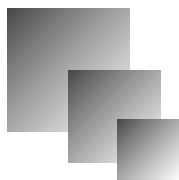
Duplex Copying

The MFX-2830 can convert two-sided originals into one-sided printouts. In addition, if the optional duplex unit is installed, the machine can also perform 5 types of duplex copying.

Operating tips

For duplex copying, copy to standard size plain paper. Using custom size paper or any paper other than plain paper (OHP sheets, postcards, etc.) could cause the paper jam in the duplex unit.

Reference

Refer to "Acceptable paper sizes". (see page 1-26)

Types of duplex copying

■ One-sided copying of duplex document
Use the duplex ADF to automatically feed the duplex document to make a one-sided copy of it.
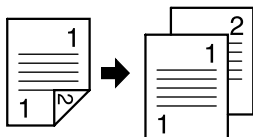
When the optional duplex unit is installed

■ Duplex copying of one-sided document
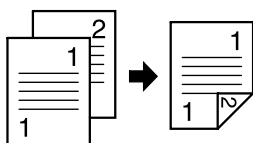
■ Duplex copying of right and left pages of facing documents
This copies the two pages of an opened book, etc., onto the front and back of one sheet of paper. The copied document has a different shape than the original document.
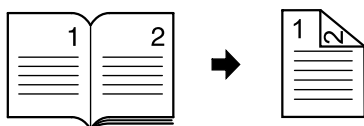
*Duplex copying of facing documents is only possible using the document glass.

■ Duplex copying of duplex document
Use the ADF to feed the duplex document and make duplex copies.
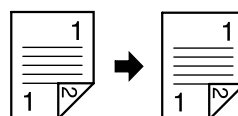
■ Duplex copying of the front and back of facing documents.
· The first page is copied onto the back of the paper, and the second page is copied onto the back of a different sheet of paper. From thereafter, duplex copying is performed by copying even number pages onto the front sides of the paper and odd number pages onto the back sides of the paper. The copied document has the same shape as the original document.
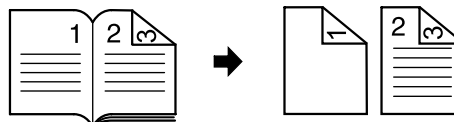
*The front side of the first page will be left blank.
*Duplex copying of facing documents is only possible using the document glass.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

How to bind copied documents

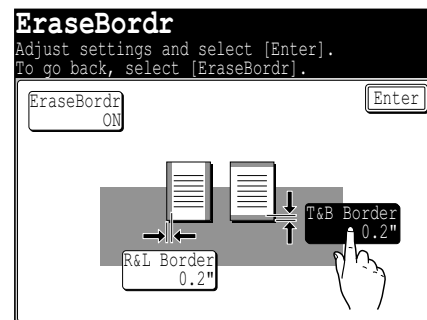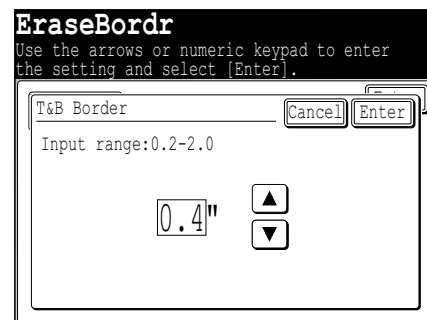Binding the copy on the left side is called left binding, on the right side is called right binding, and on the top is called top binding. The binding setting is not required for duplex copying of a duplex document.

■ Left or right binding

Document   Left binding   Right binding
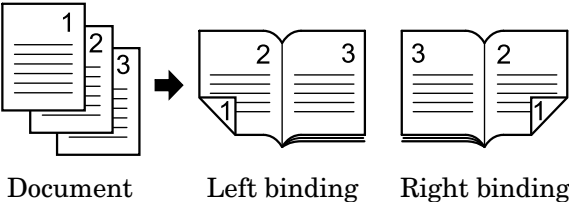
· Select these when binding on the right or left side of the copy.
· Setting a margin can provide a blank space in binding side. (see page 2-96)

■ Top binding
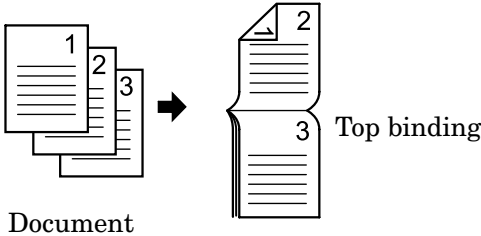
Document

· Select this when binding on the top side of the copy.
· The copy back side is rotated 180° from the front side when copied.
· Setting a margin can provide a blank space in binding side. (see page 2-96)

One-sided copying of duplex document

The front and back of the document are scanned and copied to one side of the paper.

1 Press **COPY**.

2 Press **[DuplexCopy]**.

3 (1) Press **[2 -> 1 sided]**.
(2) Press **[Enter]**.

Note

Press **[CopyMethod]** to return to the copy method selection screen.

4 (1) Press **[Doc. Bind]** to set the document binding.

```
DuplexCopy
Select [Enter] to save the setting. Select
[CopyMethod] and [OFF] to cancel the function

CopyMethod                          Enter
 2->1sided
Doc. Direction

   [1]      ➡    1
                  2
                            Doc. Bind
                            Right&Left
```

(2) Press **[Right & Left]** or **[Top]**.
(3) Press **[Enter]**.

```
DuplexCopy
Select the bound originals binding
position and select [Enter].

Doc. Bind              Cancel  Enter

  Right&Left      Top
```

Note

Press **RESET** to cancel the duplex copy settings.

5 Press **[Enter]** to return to the standby screen.

```
Copy Ready          Set    001
                    Memory   100%
Doc.Type
    Auto
Contrast
    Auto
DuplexCopy
2->1sided
Zoom
    100%              1 ▤  LTR
Finishing             2 ▤  LTR
  No Sort             3 ▤  LGL
Others                4 ▤  11x17
```
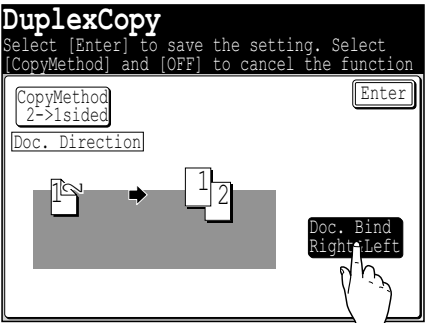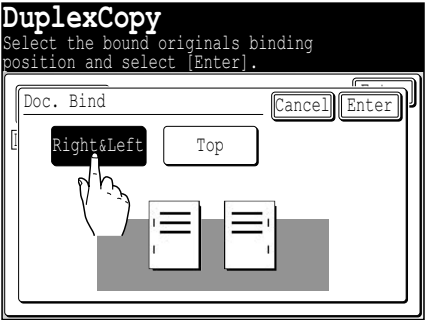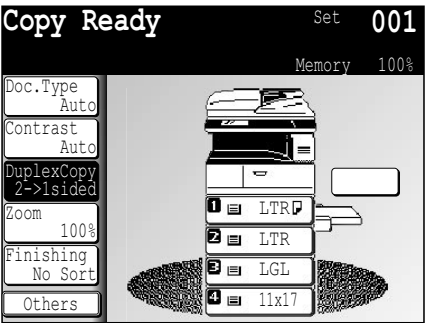
6 Place the duplex document on the ADF and press **START**.

Duplex copying of duplex document   *Duplex model only

This scans both sides of a two-sided original and produces a two-sided printout.

1 Press **COPY**.

2 Press **[DuplexCopy]**.

3 (1) Press **[2 -> 2 sided]**.
　　(2) Press **[Enter]**.

Copy Ready   Set   **001**
Select the duplex copy method
and select [Enter].
Doc. Type
CopyMethod   Cancel Enter

OFF   1->2sided   2->2sided

2->1sided   Book(Face)   Boo

Press **[CopyMethod]** to
return to the copy method
selection screen.

4 (1) Press **[Doc. Bind]** to set doc-
　　ument binding.
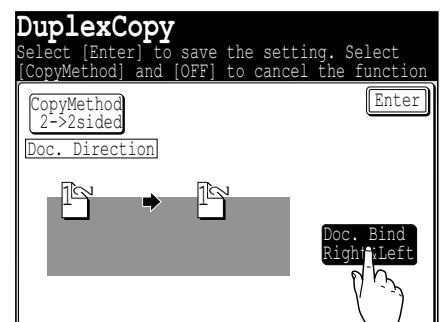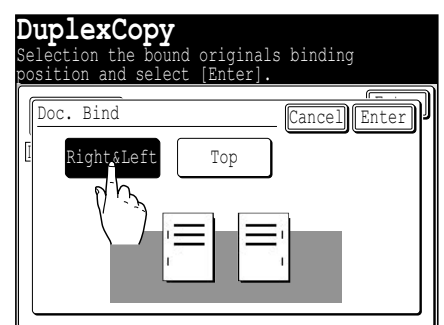
DuplexCopy
Select [Enter] to save the setting. Select
[CopyMethod] and [OFF] to cancel the function
CopyMethod   Enter
 2->2sided
Doc. Direction

Doc. Bind
Right&Left

　　(2) Press **[Right&Left]** or **[Top]**.
　　(3) Press **[Enter]**.

DuplexCopy
Selection the bound originals binding
position and select [Enter].
Doc. Bind   Cancel Enter

Right&Left   Top

Note

Press **RESET** to cancel the duplex copy settings.

5 Press **[Enter]** to return to the standby screen.

```
Copy Ready                 Set    001
                        Memory    100%
Doc.Type
       Auto
Contrast
       Auto
DuplexCopy
2->2sided
                        1 ▤  LTR
Zoom
       100%             2 ▤  LTR
Finishing               3 ▤  LGL
       Sort
                        4 ▤  11x17
   Others
```

6 Place the duplex document on the ADF and press **START**.
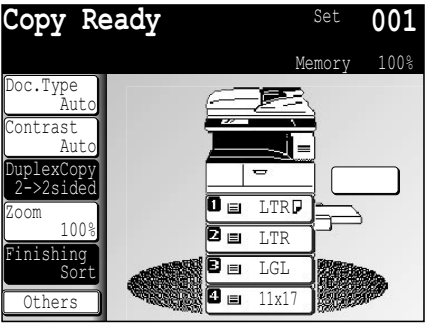
Duplex copying of one-sided document   *Duplex model only

1 Press **COPY**.

2 Press **[DuplexCopy]**.

3 (1) Press **[1 -> 2 sided]**.
(2) Press **[Enter]**.

Copy Ready   Set **001**
Select the duplex copy method
and select [Enter].
Doc. Type
CopyMethod   Cancel Enter
OFF   1->2sided   2->2sided
2->1sided Book   Book(F&B)

4 (1) Press **[Bind]** to set the binding position.
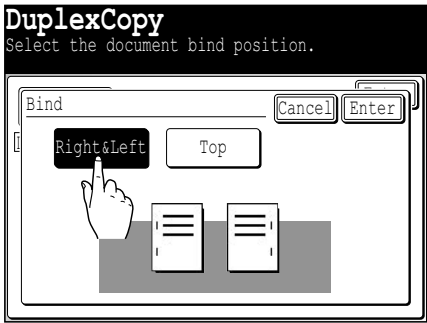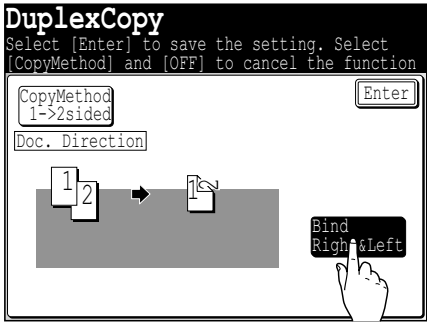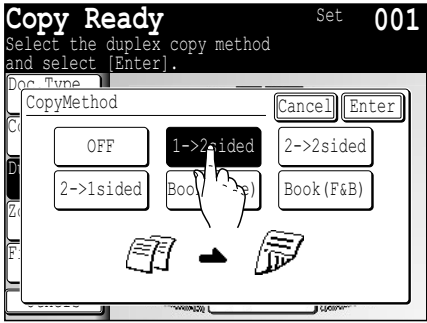
DuplexCopy
Select [Enter] to save the setting. Select
[CopyMethod] and [OFF] to cancel the function
CopyMethod   Enter
1->2sided
Doc. Direction

Bind
Right&Left

(2) Press **[Right & Left]** or **[Top]**.
(3) Press **[Enter]**.

DuplexCopy
Select the document bind position.

Bind   Cancel Enter
Right&Left   Top

Duplex Copying

Note

Press **RESET** to cancel the duplex copy settings.

5 Press **[Enter]** to return to the standby screen.

```
Copy Ready              Set   001
                      Memory   100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
1->2sided              ❶ ▤   LTR▯
Zoom                   ❷ ▤   LTR
     100%              ❸ ▤   LGL
Finishing              ❹ ▤   11x17
     Sort
 Others
```

6 Load the document and press **START**.

COPY Chapter2 ● Advanced Copy Features | 2-73

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4
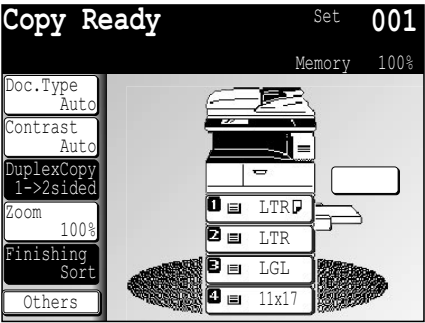
Common
Settings

In This
Case...

Appendix

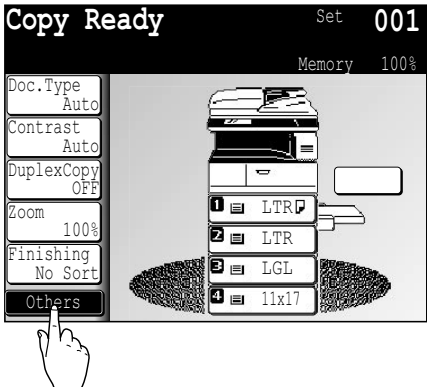## Duplex copying of right and left pages of facing documents   *Duplex model only

This scans the right and left pages facing documents, such as a book or a magazine, and produces a two-sided printout.

Note

The optional duplex unit is required for this feature.

1 Press **COPY**.

2 Press **[DuplexCopy]**.

Note

The copy magnification will be set to **[Auto]**.

3 (1) Select **[Book (Face)]**.
(2) Press **[Enter]**.

```
Copy Ready                    Set    001
Select the duplex copy method
and select [Enter].
Doc. Type
  CopyMethod              Cancel  Enter

    OFF      1->2sided   2->2sided

    2->1sided  Book(Face)  Book(F&B)
```

Note

Press **[CopyMethod]** to return to the copy method selection screen.

4 (1) Press **[Doc. Bind]** to set the document binding.

```
DuplexCopy
Select [Enter] to save the setting. Select
[CopyMethod] and [OFF] to cancel the function
  CopyMethod           Ratio          Enter
  Book(Face)                  Auto
  Doc. Direction

    2 1      →

                            Doc. Bind
                                Left
```

(2) Press **[Left]** or **[Right]**.
(3) Press **[Enter]**.

```
DuplexCopy
Select the bound originals binding
position and select [Enter].
  Doc. Bind              Cancel  Enter

    Left      Right
```

■ Setting the magnification

The magnification is automatically set. Change the magnification ratio using the following steps.

5 (1) Press **[Ratio]** to change the copy magnification.

```
DuplexCopy
Select [Enter] to save the setting. Select
[CopyMethod] and [OFF] to cancel the function
  CopyMethod          Ratio        Enter
  Book(Face)                 Auto
  Doc. Direction
    1→2  →
                            Doc. Bind
                                 Left
```

(2) Select the magnification with which you want to copy or use **[+] [-]** or the numeric keypad to set the magnification.

(3) Press **[Enter]**.

```
DuplexCopy
Use the arrows or numeric keypad to
select the zoom ratio and select [Enter].
  Zoom                    Cancel  Enter
    Auto     100%
             Enlarge
    129%     154%     129%     121%
    25~400   H.LTR->  Letter-> Legal->
      +          Legal    11x17    11x17
             Reduce
      -      77%      64%      50%
             Legal->  11x      11x17->
               Letter   Letter   H.LTR
```

6 Press **[Enter]** to return to the standby screen.

```
Copy Ready          Set   001
                    Memory  100%
  Doc.Type
      Auto
  Contrast
      Auto
  DuplexCopy
  Book(Face)        1 ≡ LTR
  Zoom              2 ≡ LTR
      129%          3 ≡ LGL
  Finishing         4 ≡ 11x17
      Sort
    Others
```

7 Place the document on the document glass and press **START**.

Note

· If you make an incorrect entry, overwrite it with the correct entry.

· The magnification can be set from 25% to 400%.

Note

Press **RESET** to cancel the duplex copy settings.

Note

The ADF cannot be used.

Reference

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...
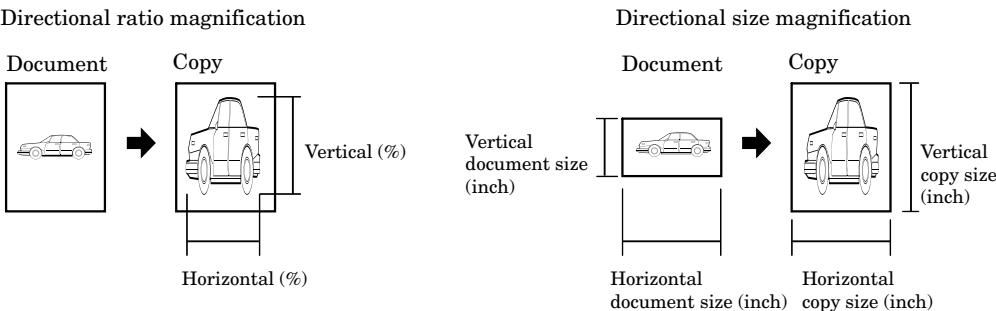
Appendix

Duplex copying of front and back pages of facing documents   *Duplex model only

The first page of the facing document is copied onto the back side of the paper, and the following pages are duplexed on seperate pages.

Note

The optional duplex unit is required for this feature.

1 Press **COPY**.

2 Press **[DuplexCopy]**.

Note

The copy magnification will be set to **[Auto]**.

3 (1) Select **[Book (F&B)]**.
(2) Press **[Enter]**.
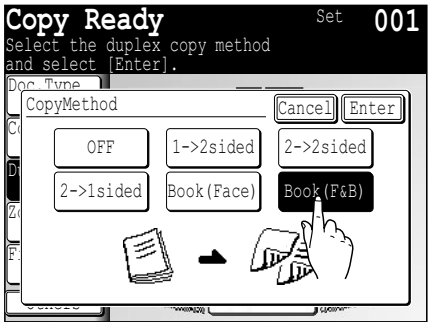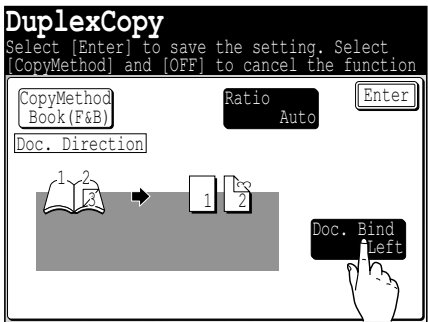
```
Copy Ready                    Set    001
Select the duplex copy method
and select [Enter].
Doc. Type
  CopyMethod              Cancel  Enter
C      OFF      1->2sided   2->2sided
D    2->1sided  Book(Face)  Book(F&B)
Z
F
```

Note

Press **[CopyMethod]** to return to the copy method selection screen.

4 (1) Press **[Doc. Bind]** to set the document binding.

```
DuplexCopy
Select [Enter] to save the setting. Select
[CopyMethod] and [OFF] to cancel the function
CopyMethod           Ratio          Enter
 Book(F&B)                    Auto
Doc. Direction
  1 2                      1    2
   3
                                Doc. Bind
                                    Left
```

(2) Press **[Left]** or **[Right]**.
(3) Press **[Enter]**.

```
DuplexCopy
Select the bound originals binding
position and select [Enter].
  Doc. Bind            Cancel  Enter
     Left      Right
```

■ Setting the magnification

The magnification is automatically set. Change the magnification ratio using the following steps.

5 (1) Press **[Ratio]** to change the copy magnification.

```
DuplexCopy
Select [Enter] to save the setting. Select
[CopyMethod] and [OFF] to cancel the function

CopyMethod          Ratio          Enter
  Book(F&B)                 Auto
Doc. Direction
   2  1           3
   3               2    1
                              Doc. Bind
                                  Right
```

Note

· If you make an incorrect entry, overwrite it with the correct entry.
· The magnification can be set from 25% to 400%.

(2) Select the magnification with which you want to copy or use **[+] [-]** or the numeric keypad to set the magnification.
(3) Press **[Enter]**.

```
DuplexCopy
Use the arrows or numeric keypad to
select the zoom ratio and select [Enter].

Zoom                    Cancel  Enter
  Auto      100%
            Enlarge
  129%    154%     129%    121%
25~400   H.LTR->  Letter->  Legal->
  +        Legal    11x17    11x17
            Reduce
  -       77%      64%      50%
          Legal->  11x      11x17->
          Letter   Letter   H.LTR
```
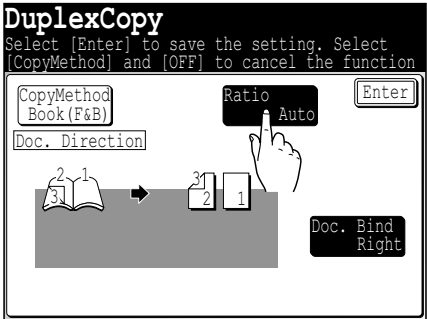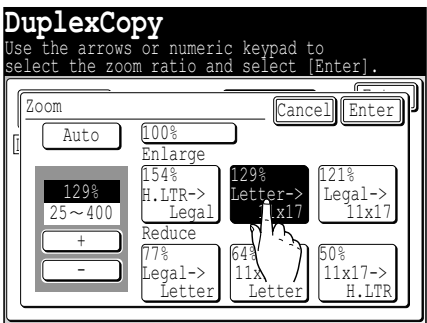
Note

Press **RESET** to cancel the duplex copy settings.

6 Press **[Enter]** to return to the standby screen.
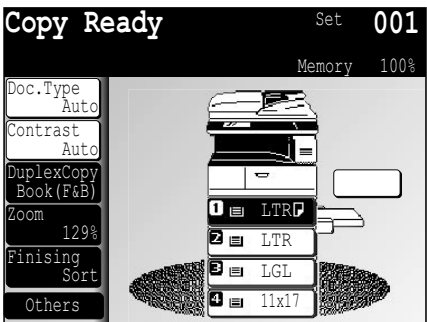
```
Copy Ready           Set   001
                   Memory   100%
Doc.Type
    Auto
Contrast
    Auto
DuplexCopy
Book(F&B)
Zoom            1 ▤  LTR
    129%        2 ▤  LTR
Finising        3 ▤  LGL
    Sort        4 ▤  11x17
  Others
```

7 Place the duplex document on the document glass and press **START**.
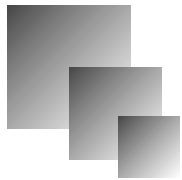
Making Booklet (Booklet Copy)

●This copies multiple documents and determines the binding position to create a booklet.
●Booklet copy is only available from the ADF.
●The optional duplex unit is required for this feature.

Binding position and document loading method

The binding positions that can be set differ depending on the orientation in which the paper is set. Select the ▯ paper to perform Top binding. Select other than ▯ paper to perform right and left binding.

■ Left binding

Binding position ⇨

Document insertion direction

Copy
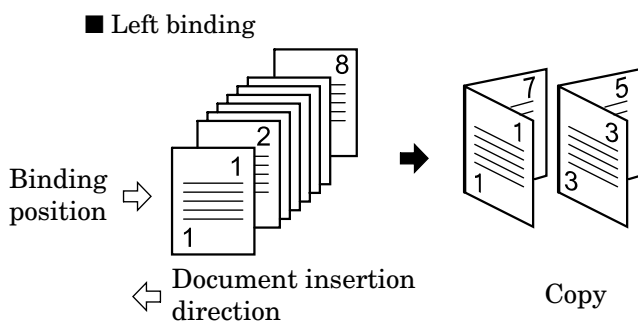
· Select left binding to bind the booklet pages on the left side.
· Load the document in the ▯ orientation.

■ Right binding

Binding position

Document insertion direction
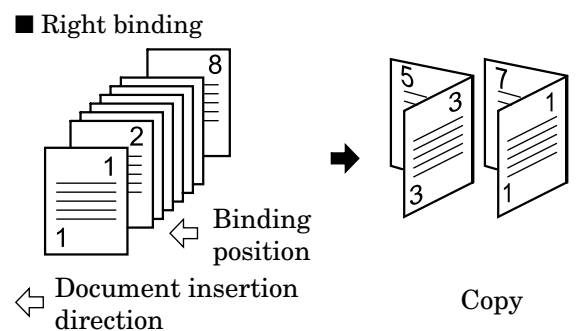
Copy

· Select right binding to bind the booklet pages on the right side.
· Load the document in the ▯ orientation.

■ Top binding

Binding position ⇩

Document insertion direction
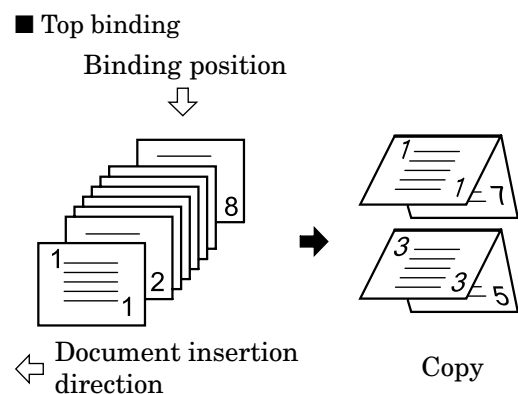
Copy

· Select top binding to bind the booklet pages on the top side.
· Select the ▯ paper.

For left binding/right binding

1 Press **COPY**.

2 From the touch screen, select a paper other than the ▯ paper.

Note

If a paper other than the ▯ paper has already been selected, step 2 is not required.

```
Copy Ready            Set   001
                       Memory  100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
     OFF
Zoom                  ❶ ▤  LTR▯
     100%             ❷ ▤  LTR
Finishing             ❸ ▤  L
  No Sort             ❹ ▤
  Others
```

3 Press **[Others]**.

```
Copy Ready            Set   001
                       Memory  100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
     OFF
Zoom                  ❶ ▤  LTR▯
     100%             ❷ ▤  LTR
Finishing             ❸ ▤  LGL
  No Sort             ❹ ▤  11x17
  Others
```

4 Press **[Booklet]**.

```
Copy Functions
Select item to edit.

                              Enter
Paper      Combine   Repeat    SeriesCopy
   Letter      OFF       OFF       OFF
Margin     EraseBordr EraseCentr TopUp Copy
      OFF      OFF       OFF        OFF
Last Job   XY Zoom   Nega/Posi  Booklet
              OFF       OFF          OFF
Card Copy
      OFF
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...
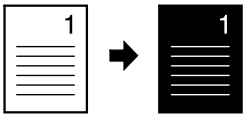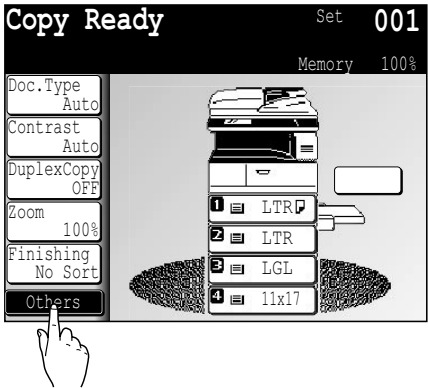
Appendix

5 (1) Select the binding position.
(2) Press **[Enter]**.

Copy Functions
Select the binding position and select [Enter].

Bind Type   Cancel Enter

OFF   Left   Right

Booklet
Adjust settings and select Enter.
To go back, select [Bind Type].

Bind Type Paper   Ratio   Enter
    Left   Letter   Auto
Doc. Direction

Layout
Mode 1

Note

Press **RESET** to cancel the booklet copy settings.

6 Press **[Enter]** twice to return to the standby screen.

Copy Ready   Set **001**

Memory 100%

Doc.Type
    Auto
Contrast
    Auto
DuplexCopy
1->2sided
Zoom
    Auto
Finishing
    Sort
Others

1 ☰ LTR
2 ☰ LTR
3 ☰ LGL
4 ☰ 11x17
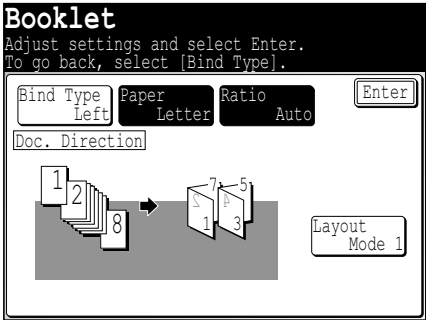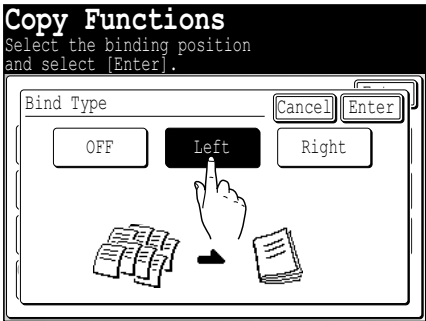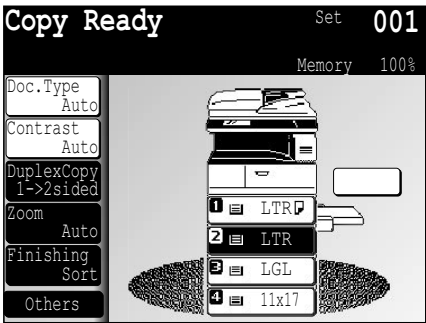
7 Load the document and press **START**.

For top binding

1 Press **COPY**.

2 From the touch screen, select the ⬓ paper.

```
Copy Ready                Set   001
                       Memory   100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
       OFF
Zoom
      100%          1 ▤ LTR⬓
Finishing           2 ▤
  No Sort            3 ▤
 Others              4 ▤ 11x17
```

3 Press **[Others]**.

```
Copy Ready                Set   001
                       Memory   100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy
       OFF
Zoom
      100%          1 ▤ LTR⬓
Finishing           2 ▤ LTR
  No Sort            3 ▤ LGL
 Others              4 ▤ 11x17
```

4 Press **[Booklet]**.

```
Copy Functions
Select item to edit.
                              Enter
Paper     Combine   Repeat    SeriesCopy
  Letter      OFF       OFF        OFF
Margin    EraseBordr EraseCentr TopUp Copy
     OFF      OFF       OFF        OFF
Last Job  XY Zoom   Nega/Posi  Booklet
             OFF       OFF        OFF
Card Copy
     OFF
```

Note ○

· Press **[OFF]** to cancel the booklet settings.
· The copy magnification will be set to **[Auto]**.

Reference ○

· To set the magnification, refer to page 2-84.
· To set the paper, refer to page 2-83.

5 (1) Select **[Top]**.
(2) Press **[Enter]**.

Copy Functions
Select the binding position
and select [Enter].

Bind Type   Cancel Enter

OFF   Top

Booklet
Adjust settings and select Enter.
To go back, select [Bind Type].

Bind Type   Paper   Ratio   Enter
      Top   Letter   Auto
Doc. Direction

                                    Layout
                                       Mode 1

Note ○

Press **RESET** to cancel the booklet copy settings.
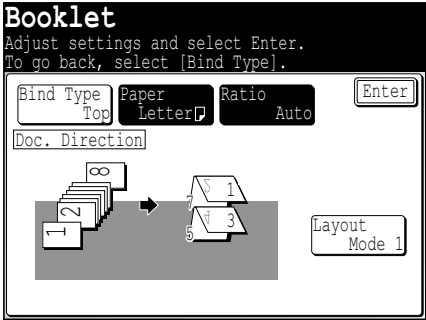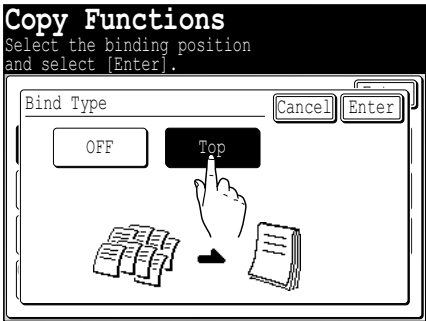
6 Press **[Enter]** twice to return to standby screen.

Copy Ready   Set   **001**
                          Memory   100%

Doc.Type
    Auto
Contrast
    Auto
DuplexCopy
1->2sided
Zoom
    Auto
Finishing
    Sort
                          ❶ ▤ LTR◧
Others   ❷ ▤ LTR
                          ❸ ▤ LGL
                          ❹ ▤ 11x17

Note ○

· Load the document as shown in the screen display (document orientation).
· The document glass cannot be used.

Reference ○

Next document can be set to scan multiple documents. (see page 2-9)
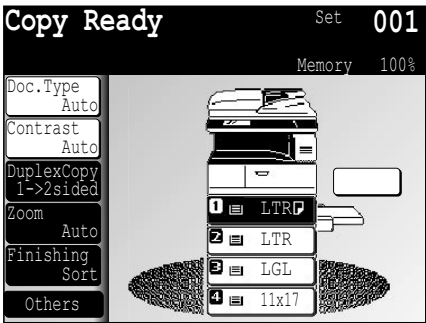
7 Load the document and press **START**.

Changing paper

Note

When the standby screen is displayed, the paper can be directly selected from the touch screen.

1 Press **[Paper]** to change the paper when setting booklet.

```
Booklet
Adjust settings and select Enter.
To go back, select [Bind Type].

Bind Type   Paper    Ratio          Enter
    Left      Letter    Auto
Doc. Direction

  1                7   5
   2          8     1   3           Layout
    8                               Mode 1
```

Note

The copy binding setting will be changed if paper with a different orientation is set.
· For top binding, if paper other than ⬞ paper is set, the copy binding will be changed to left binding.
· For right and left binding, if set to ⬞ paper, the copy binding will be changed to top binding.

2 (1) Select the paper.
(2) Press **[Enter]**.
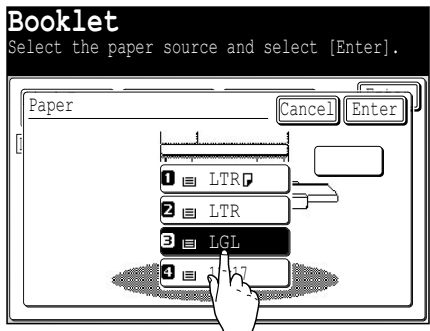
```
Booklet
Select the paper source and select [Enter].

Paper                    Cancel   Enter

  1 ≣ LTR⬞
  2 ≣ LTR
  3 ≣ LGL
  4 ≣
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Changing magnification

1 Press **[Ratio]** to change the paper when setting booklet.

```
Booklet
Adjust settings and select Enter.
To go back, select [Bind Type].

Bind Type    Paper    Ratio            Enter
     Left         Legal       Auto
Doc. Direction

  1                    7  5
   2                   5  3
      8              1  3        Layout
                                  Mode 1
```

2 (1) Select the magnification with which you want to copy or use **[+] [-]** or the numeric keypad to set the magnification.
(2) Press **[Enter]**.

```
Booklet
Use the arrows or numeric keypad to
select the zoom ratio and select [Enter].

Zoom                    Cancel   Enter

  Auto      100%
            Enlarge
            154%      129%      121%
  129%      H.LTR->   Letter->  Legal->
 25～400       Legal     11x17     11x17
            Reduce
   +        77%       64%       50%
            Legal->   11        11x17->
   -          Letter    Letter    H.LTR
```
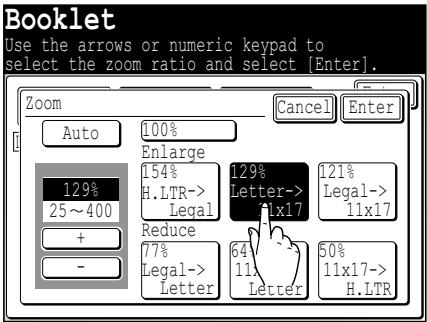
When setting image layout

When the copied images are smaller in the manual magnification setting than in the automatic setting, you can select the layout for copying onto the paper as follows:

●Mode 1 (Equivalent layout):
The images of booklet copies are laid out evenly on the paper.
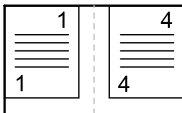
●Mode 2 (Continuous layout):
The images of booklet copies are laid out using the edge of the paper as the standard.
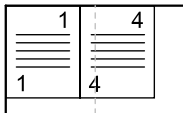
1 Press **[Layout]** when setting booklet copy.

COPY
Chapter1

COPY
Chapter2
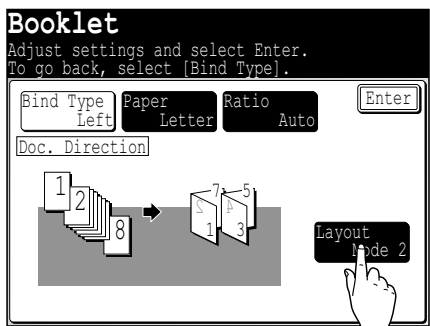
COPY
Chapter3

2 Press **[Mode 1]** or **[Mode 2]**.

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4
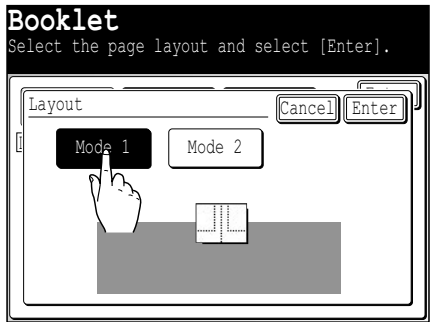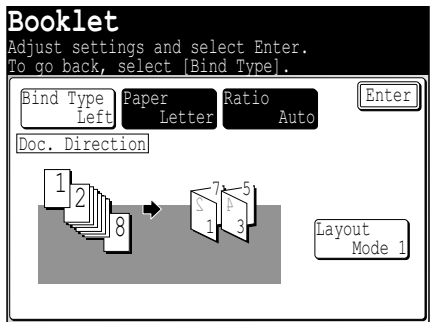
Note

· The display returns to the booklet copy setting screen.
· Press **RESET** to stop the operation midway through.

3 Press **[Enter]** to set the layout.
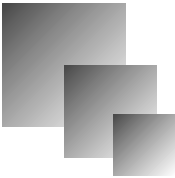
Card Copy

The front and back of an ID card or check-sized original can be copied onto one sheet of paper by using the document glass. Two ID card-sized originals can be also copied at the same time.

●To copy the front and back of 1 card to 1 sheet of paper
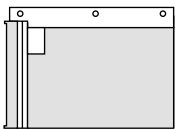
When copied onto
paper
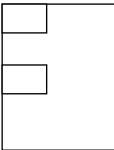
When copied onto
paper
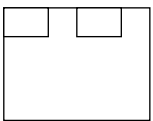
●To copy the front and back of 2 cards to 1 sheet of paper
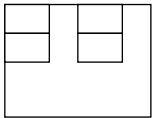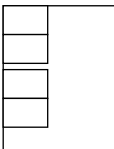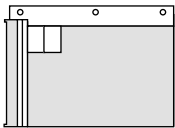
●To copy the front and back of 1 check to 1 sheet of paper
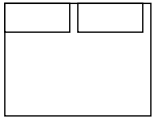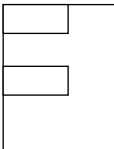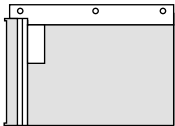
Operating tips

●Copying can be done with the platen cover open. Avoid looking at the light while copying. Looking at the light could cause eye damage.
●ADF is not available. Copying is available only from the document glass.

1 (1) Press **COPY**.
(2) Press **[Others]**.
(3) Press **[Card Copy]**.

Copy Functions
Select item to edit.

Enter

Paper Auto	Combine OFF	Repeat OFF	SeriesCopy OFF
Margin OFF	EraseBordr OFF	EraseCentr OFF	TopUp Copy OFF
Last Job	XY Zoom OFF	Nega/Posi OFF	Card Copy OFF
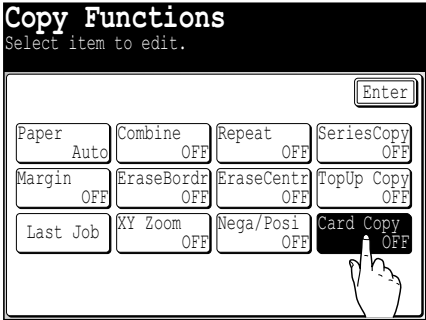
2 (1) Select the type of object you want to copy.
(2) Press **[Enter]**.

Copy Functions
Select the original document size
and select [Enter].

Card Type   Cancel Enter

OFF   Card   Card×2
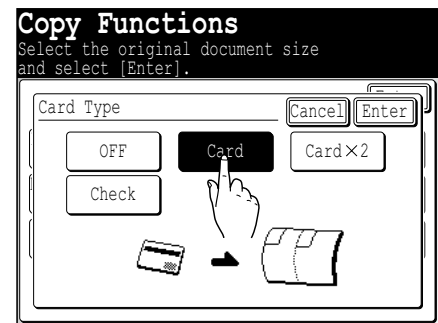
Check

3 Select the paper.
Refer to the previous page, and select ◸ paper or any other than ◸ paper corresponding to your desired layout.

Card Copy
Select [Enter] to continue.
To go back, select [Card Type].

Card Type Paper   Enter
      Card Letter◸
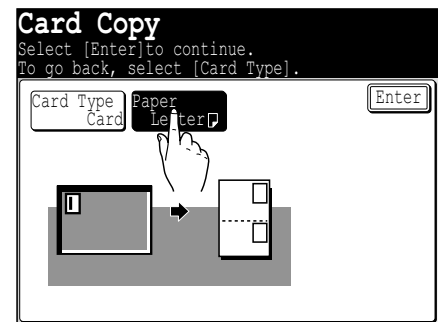
4 Press **[Enter]** twice to return to the standby screen.

5 Set the card or check you want to copy, and press **START**.

6 Once scanning has completed, turn over all of the placed originals and press **[Next Doc]**.

Set next document.
Set next doc.
                              Memory   99%
Doc.Type
      Auto
Contrast
      Auto
Zoom
      100%
                    LTR◸
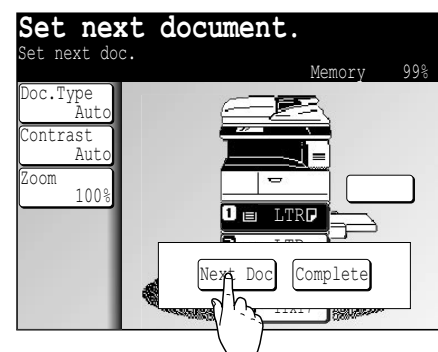
            Next Doc   Complete

7 Press **[Complete]** to print out. To scan more card or checks, press **[Next Doc]** and repeat from step 5.
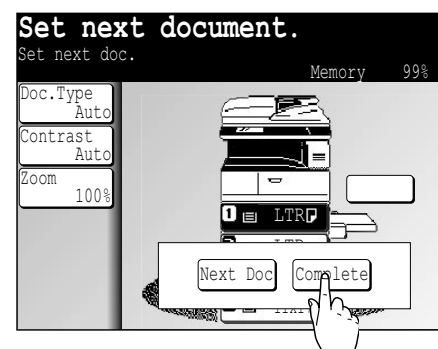
Set next document.
Set next doc.
                              Memory   99%
Doc.Type
      Auto
Contrast
      Auto
Zoom
      100%
                    LTR◸

            Next Doc   Complete

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
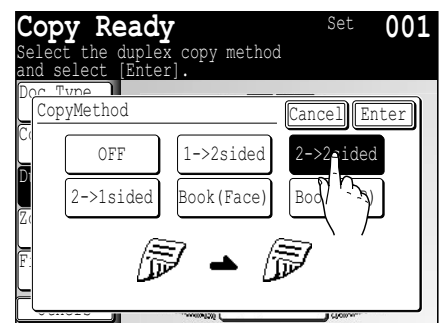Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
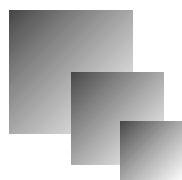
Function Combination List

■ Copy Function Combination List

Set functions		Scanning method: Document glass	ADF	ADF/Document glass mixed (Next Doc)	Sort copy: Sort copy	No sort copy	Margin	Erase border	Erase center	TopUp copy	Nega/Posi	Last job copy	Combine copy: 2 - in - 1	4 - in - 1	8 - in - 1	Repeat copy: 2 repeats	4 repeats	8 repeats	Series copy
Scanning method	Document glass	■	●	■															
	ADF	×	■							×									×
	ADF/Document glass mixed (Next Doc)			■						×									×
Sort copy	Sort copy				■	●													
	No sort copy				●	■													
Margin							■												
Erase border								■			■								
Erase center									■				×	×	×	×	×	×	×
TopUp copy			×	×						■									
Nega/Posi								■			■								
Last job copy												■							
Combine copy	2 - in - 1								×				■	●	●	×	×	×	×
	4 - in - 1								×				●	■	●	×	×	×	×
	8 - in - 1								×				●	●	■	×	×	×	×
Repeat copy	2 repeats								×				×	×	×	■	●	●	×
	4 repeats								×				×	×	×	●	■	●	×
	8 repeats								×				×	×	×	●	●	■	×
Series copy			×	×					×				×	×	×	×	×	×	■
Duplex copy	1-Sided document duplex					×													
	Duplex document duplex					×				×									×
	Duplex document 1-sided									×									×
	Facing documents duplex		×	×		×			×				×	×	×	×	×	×	
	Front and back document duplex		×	×		×			×				×	×	×	×	×	×	
	Booklet copy	×		×	×	×			×	×			×	×	×	×	×	×	×
Vertical and horizontal XY zoom	XY zoom %																		
	XY zoom inch																		
Paper selection	Automatic paper selection												●	●	●	●	●	●	●
	Manual Standard paper selection																		
	Manual Other paper selection																		
	Custom paper selection																		
Zoom	Automatic magnification																		
	Select magnification																		
	Zoom																		
Paper supply selection	Bypass																		
	Paper supply unit																		
	Paper supply cabinet																		
Paper type	Plain paper																		
	Other than plain paper																		
Non-paper selection	Standard tray																		
	2-Bin tray																		
Card copy			×	×					×	×			×	×	×	×	×	×	×

Blank: Can be simultaneously set

■ : Cannot be simultaneously set

● : The settings made later are valid.

× : The settings made previously are valid, or cannot be set later.

Duplex copy						Vertical and horizontal XY zoom		Paper selection				Zoom			Paper supply selection			Paper type		Non-paper selection		Card copy
									Manual	Manual												
1-Sided document duplex	Duplex document duplex	Duplex document 1-sided	Facing documents duplex	Front and back document duplex	Booklet copy	XY zoom %	XY zoom inch	Automatic paper selection	Standard paper selection	Other paper selection	Custom paper selection	Automatic magnification	Select magnification	Zoom	Bypass	Paper supply unit	Paper supply cabinet	Plain paper	Other than plain paper	Standard tray	2-Bin tray	Card copy
					■																	
			■	■																		×
			■	■	■																	×
●	●		●	●	●																	
					×																	
			×	×	×																	×
	×	×			×																	
								■														
			×	×	×			■														●
			×	×	×			■														●
			×	×	×			■														●
			×	×	×			■														×
			×	×	×			■														×
			×	×	×			■														×
●	×	×			×			■														×
■	●	●	●	●								*1							■			
●	■	●	●	●															■			×
●	●	■	●	●	×														■			×
●	●	●	■	●	×			■											■			×
●	●	●	●	■	×			■											■			×
	×	×	×		■														■			×
						■	●						×	×	×							
						●	■						×	×	×							
			■	■	■	■	■	●	●	●	●	●			●	●	●		■			●
						●		●	■	●	●											
						●		●	●	■	●											
						●	●	●		●	■											
*1						●	●	●				■	●	●								
						●	●					●	■	●								
						●	●					●	●	■								
								●							■	●	●					
															●	■	●		■			
															●	●	■					
																		■	●			
■			■	■	■			×							■				■	●	*2	
																				■	●	
																			*2		■	
	×	×	×	×	×																	■

*1 : Automatic magnification is possible for the document that is scanned first, but if the document size was changed during scanning, the magnification must be set manually.

*2 : After "Cannot output to the 2-Bin tray" is displayed, press **COPY** twice to output the copy to the paper output tray (bottom).

Display for advanced copy function that cannot be combined

The advanced copy function that cannot be combined together will be grayed-out.

Example: When Combine copy is set

```
Copy Functions
Select item to edit.
                                    Enter
Paper      Combine    Repeat     SeriesCopy
  Letter      2in1       OFF        OFF
Margin     EraseBordr EraseCentr TopUp Copy
     OFF       OFF       OFF        OFF
 Last Job  XY Zoom    Nega/Posi  Booklet
              OFF        OFF        OFF
Card Copy
     OFF
```
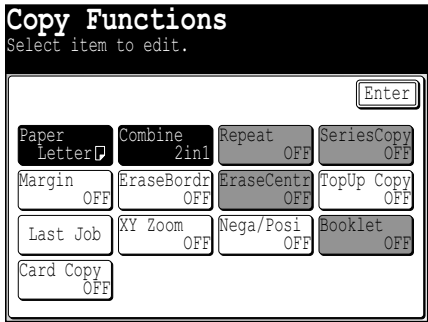
Canceling one of combined advanced copy functions

To cancel an advanced copy setting that is part of a combination, enter the advanced copy setting screen and switch it off.

Example: When combine copy and erase border are set, cancel just erase border.

1 (1) Press **[Others]**.
(2) Press **[EraseBordr]**.

```
Copy Functions
Select item to edit.
                                    Enter
Paper      Combine    Repeat     SeriesCopy
  Letter      2in1       OFF        OFF
Margin     EraseBordr EraseCentr TopUp Copy
     OFF        ON       OFF        OFF
 Last Job  XY        Nega/Posi  Booklet
                        OFF        OFF
Card Copy
     OFF
```

2 Press **[EraseBordr]**.

```
EraseBordr
Adjust settings and select [Enter].
To go back, select [EraseBordr].
EraseBordr                          Enter
   ON
                              T&B Border
                                 0.2"
             R&L Border
                0.2"
```
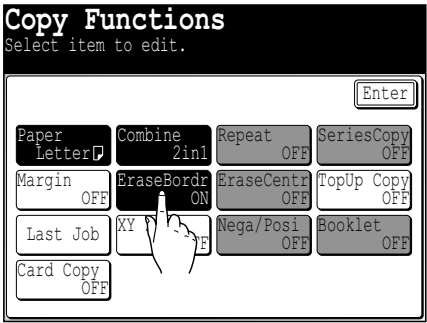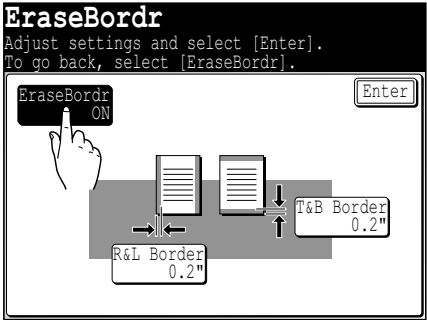
3 (1) Press **[OFF]**.
(2) Press **[Enter]**.

EraseBordr
Select ON/OFF and select [Enter].

EraseBordr   Cancel Enter

OFF   ON

This mode will eliminate the shadow
border created when copying a document.
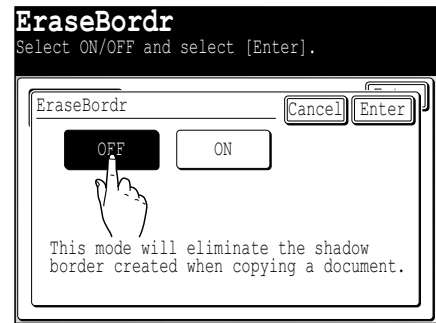
4 The erase border setting is cancelled.

Copy Functions
Select item to edit.

Enter

Paper Letter	Combine 2in1	Repeat OFF	SeriesCopy OFF
Margin OFF	EraseBordr OFF	EraseCentr OFF	TopUp Copy OFF
Last Job	XY Zoom OFF	Nega/Posi OFF	Booklet OFF
Card Copy OFF			
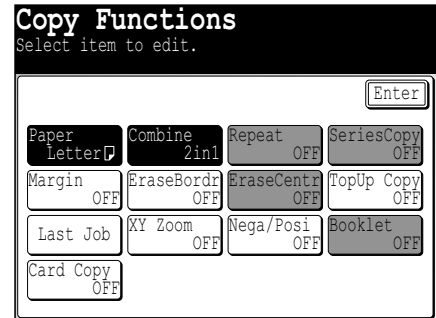
■ Individual function cancellation method

Note

Resetting is sometimes required after canceling individual functions.

Function	Procedure
Doc. type	[Doc. type] → [Auto] → [Enter]
Contrast	[Contrast] → [Auto] → [Enter]
Duplex	[DuplexCopy] → [CopyMethod] → [OFF] → [Enter]
Zoom	[Zoom] → [100%] → [Enter]
Finishing	[Finishing] → [No Sort] → [Enter]
Paper	[Others] → [Paper] → [Auto] → [Enter]
Combine	[Others] → [Combine] → [Combine] → [OFF] → [Enter]
Repeat	[Others] → [Repeat] → [Repeat] → [OFF] → [Enter]
Series Copy	[Others] → [SeriesCopy] → [Doc. Bind] → [OFF] → [Enter]
Margin	[Others] → [Margin] → [Margin] → [OFF] → [Enter]
Erase Border	[Others] → [EraseBordr] → [EraseBordr] → [OFF] → [Enter]
Erase Center	[Others] → [EraseCentr] → [EraseCentr] → [OFF] → [Enter]
TopUp Copy	[Others] → [TopUp Copy] → [Scan Size] → [OFF] → [Enter]
XY Zoom	[Others] → [XY Zoom] → [XY Zoom] → [OFF] → [Enter]
Nega/Posi	[Others] → [Nega/Posi] → [OFF] → [Enter]
Booklet	[Others] → [Booklet] → [Bind Type] → [OFF] → [Enter]
Card Copy	[Others] → [Card Copy] → [Card Type] → [OFF] → [Enter]

Advanced Copy Settings

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

COPY

Copy Functions Settings

You can set the copy functions default values such as for document type and contrast. Changing the default values of often-used functions can shorten the time required to adjust settings.

Operating tips
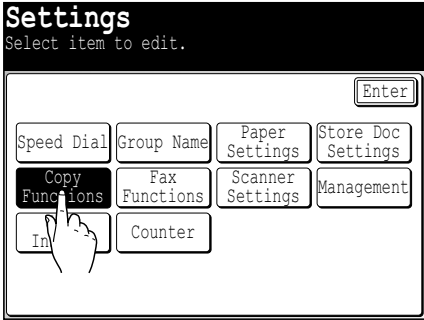
●Default value establishes the status when a document is loaded or RESET is pressed to return to the standby screen. The default values are re-established if the machine is left without any operation for a designated period of time. (Copy screen automatic reset)
●Factory defaults are the settings established at the time of shipment.

Sample copy function settings

An example of how to set the "Doc. type" is given below.

1 Press **SETTING**.

2 (1) Press **[Copy Functions]**.

(2) Press **[Default Settings]**.

Copy Functions
Select item to edit.
Select [Enter] to continue.

Enter

Default
Settings
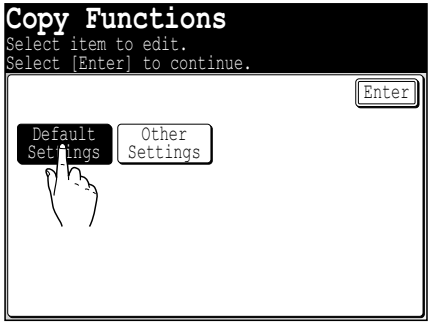
Other
Settings

3 Select the function you want to set from the touch screen.

Default Settings
Select item to edit.

Enter

Doc.Type
Auto

Contrast
Auto

Sort
No Sort

Margin

B
B

Erase
Center
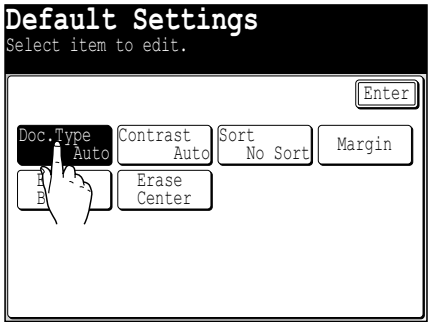
4 Select the setting value.

Default Settings
Select the document type and select [Enter].

Doc.Type

Cancel   Enter

Auto   Text&Photo   Photo

Background

Note

Press **RESET** to return to the standby screen.
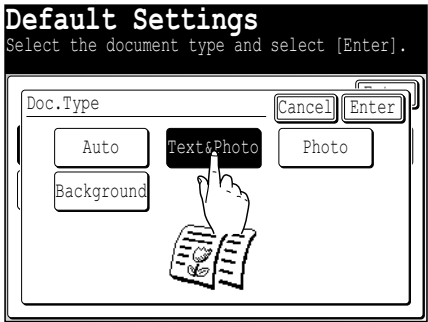
5 Press **[Enter]** to set the selected setting value. The display returns to the setting screen.
Continue to make the other adjustments.
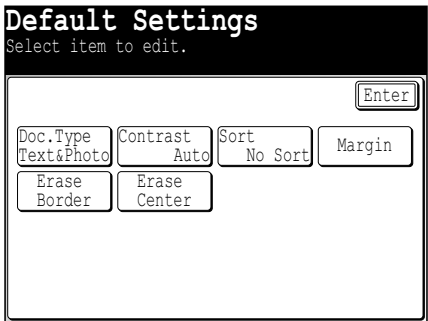
Default Settings
Select item to edit.

Enter

Doc.Type
Text&Photo

Contrast
Auto

Sort
No Sort

Margin

Erase
Border

Erase
Center

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Default settings list

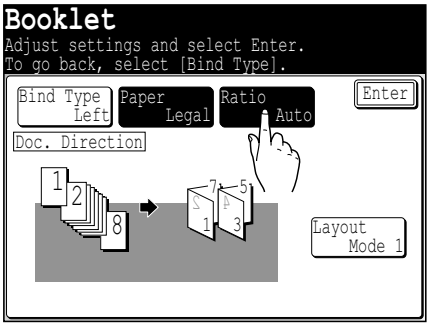| Function	Description	Setting
Doc. type	This sets the default setting for the resolution of the document to be copied. Matching the settings to the frequently copied documents can shorten the time required to adjust settings.	<u>Auto</u>, Text & Photo, Photo, Background
Contrast	This sets the default setting for the contrast of the document to be copied. Matching the settings to the frequently copied documents can shorten the time required to adjust settings.	<u>Auto</u>, Lightest, Lighter, Normal, Darker, Darkest
Sort	Sort will be defaulted to "Sort".	<u>No Sort</u>, Sort
Margin	Setting this to ON makes it possible to always have a margin added even without setting a margin in advanced copy. In addition, the top, bottom, right, and left margin widths can be set as default values.	●Specifying the margin 　ON, <u>OFF</u> ●Setting the margin width default value 　Left/right/top/bottom from 0.0" to 1.0" 　: <u>0.0"</u>
Erase border	Setting this to ON makes it possible to always perform erase border even without setting erase border in advanced copy. In addition, the erase width default value can be set.	●Erase border 　ON, <u>OFF</u> ●Setting the erase border width default value 　Top and bottom erase width 0.2" to 2.0" 　: <u>0.2"</u> 　Right and left erase width 0.2" to 2.0": <u>0.2"</u>
Erase center	Setting this to ON makes it possible to always perform erase center even without setting center border in advanced copy. In addition, the center erase width default value can be set.	●Erase center specification 　ON, <u>OFF</u> ●Setting the erase center width default value 　Center width 0.1" to 2.0" : <u>0.1"</u>

*Underlined items are the factory default.

Other settings list

Function	Description	Setting
Separator line width	The width of the printed separator line can be set when setting the separator line for combine copy or repeat.	0.01" to 0.05" : <u>0.01"</u>
Last job hold time	This sets the length of time for which the previously copied job is stored in memory. Setting the setting to 0 minute will prevent a document from being stored in memory and prohibit this feature.	0 to 600 min: <u>0 min</u>
Scan compression mode	The scanned image can be compressed and stored in memory. More document sheets can be stored in memory by setting the image compression mode to HIGH. (This slows down the scan speed.)	<u>NORMAL</u>, HIGH
Copy reservation	The next document can be scanned while the current document is being copied. Setting this to [OFF] will prohibit scanning of the next document.	<u>ON</u>, OFF

*Underlined items are initial settings at shipment.

Printing copy settings list

This prints a list showing the settings status of the copy settings.

1 Press **LIST**.

2 Press **[Settings List]**.

3 Press **[Copy Settings]**.

Settings List
Select item to edit.

Enter

Copy Settings | Fax Settings | Scanner Settings | System Settings
Function | Store Doc List | Department List | Macro List
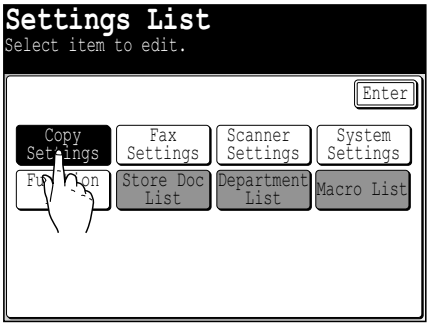
4 Press **[Yes]**.
The copy settings list will be printed.

Settings List
Select item to edit.

Copy Settings
Would you like to print?

Yes   No
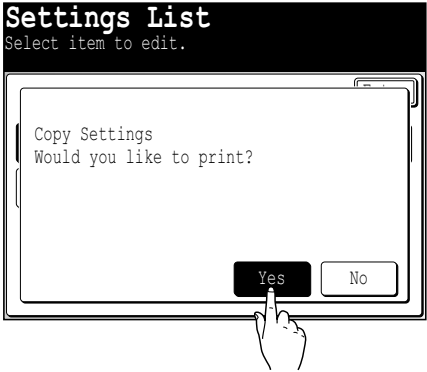
Printout Example

```
                        ** Copy Settings **
        P.1                                          Sep 24 2004 01:30pm

        Default Setting
          Doc.Type          Auto     Text&Photo Photo    Background
          Contrast          Lightest Lighter   Normal    Darker    Darkest   Auto
          Sort              NoSort   Sort
          Margin
            Setting         OFF      ON
            Left            0.0"
            Right           0.0"
            Top             0.0"
            Bottom          0.0"
          Erase Border
            Setting         OFF      ON
            R&L Border      0.2"
            T&B Border      0.2"
          Erase Center
            Setting         OFF      ON
            EraseWidth      0.1"
        Other Settings
          Separator Line Width   0.01"
          Last Job Holding Time  0 Min
          Scan Compression Mode  NORMAL   HIGH
          Copy&Copy              OFF      ON
```

FAX Chapter1

Basic Fax Features

FAX

Before Transmitting

Automatic document size detection

● Both the ADF and the document glass can automatically detect 11"×17", Legal (14"×8.5"), Letter (11"×8.5"), Letter☐ (8.5"×11"), Half-letter (8.5"×5.5"), and Half-letter☐ (5.5"×8.5") sized documents.

● Half-letter size documents are transmitted as Letter size documents. (There will be a blank area on the received document.)

● When setting Rotate Tx, Letter☐ can be transmitted as Letter. (see page 3-196)

When automatic document size detection cannot be done

When the size of the document on the document glass cannot automatically be detected (when it is a custom document, incorrectly placed on the document glass, etc.), specify the document scan size before transmission.

1 When the document size cannot be automatically detected, this screen will be displayed.

```
Fax Ready                    Fax Ready Mode
Select document size
Resolution  Index              1/2
  Doc.Size              Cancel  Enter
C
    11x17    Legal     Letter
B
    H.LTR    Letter☐   H.LTR☐
T
    Card
                        List
```
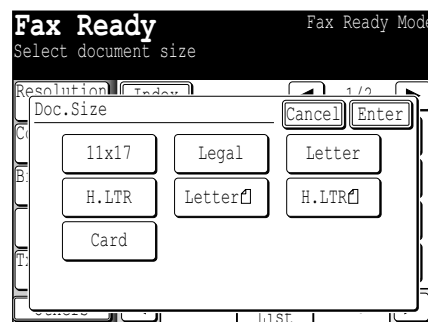
2 (1) Select the document size.
(2) Press **[Enter]** to begin scanning the document.

```
Fax Ready                    Fax Ready Mode
Select document size
Resolution  Index              1/2
  Doc.Size              Cancel  Enter
C
    11x17    Legal     Letter
B
    H.LTR    Letter☐   H.LTR☐
T
    Card
                        List
```
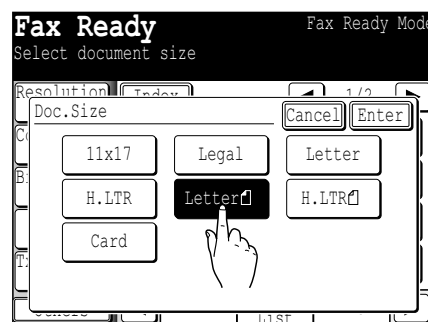
Setting the TTI

Three types of TTI's can be set in the User Install settings. These TTI's can be selected for each transmission.

Reference ◯

Refer to TTI setting on page 1-56.

1 Press **FAX**.

2 Press **[Others]**.

```
Fax Ready                    Fax Ready Mode
        Sep 24 2004 01:30pm      Memory    100%
Resolution  ┌─────┐        ┌──┐  1/2  ┌──┐
   Normal   │Index│        │◀ │       │▶ │
Contrast    Atlanta    New York    Los Angels
   Normal   Office     Office      Office
Broadcast   Chicago    Houston     Seattle
      OFF   Office     Office      Office
            London     Paris       Hong Kong
 Monitor    Office     Office      Office
Tx Report   Tokyo      Domestic    Overseas
      OFF   Office     Sales Dep   Sales Dep
  Others   ┌──┐        Numeric         ┌──┐
           │◀ │  All    List    AB     │▶ │
```

3 Press **[TTI Select]**.

```
Fax Functions
Select item to edit.

           ┌──┐ 1/2 ┌──┐           ┌─────┐
           │◀ │     │▶ │           │Enter│

  Redial   Speed Dial  FaxFrwrd.   Fax & Copy
                             OFF           OFF
  Program  Group Tx    Enlarge TX  SecurltyRx
 One-Touch                   100%          OFF
TTI         TTI Select  Cover Page  Delayed Tx
       ON     Default          OFF          OFF
  Batch Tx  Scan Size   Polling     FPolling
                             OFF          OFF
```

4 (1) Select the TTI.
　　(2) Press **[Enter]**.

```
Fax Functions
Select the TTI that will appear
on the header and select [Enter].
 ┌───────────────────────────┐
 │TTI Select      Cancel Enter│
 │  1:Dallas Office           │
 │  2:General dep.            │
 │  3:Account dep.            │
 │                            │
 └───────────────────────────┘
```

Note ◯

Press **RESET** to cancel the settings.

5 The display returns to the screen in step 3. Press **[Enter]**.

6 Send the fax.

Transmission resolution/contrast setting

Select the transmission resolution/contrast to match the document and text.

■ **Transmission resolution**

1 Press **[Resolution]**.

2 (1) Select the desired resolution.
- ● Normal
  When transmitting a document with standard print
- ● Fine
  When transmitting a document with fine print (newspaper, etc.)
- ● S-Fine
  When transmitting a detailed illustration or fine text (dictionary text)
- ● Photo
  When transmitting a photograph
- ● Background
  When transmitting a document with suppressing the background, such as patterns

(2) Press **[Enter]**.

```
Fax Ready               Fax Ready Mode
Adjust the resolution and select [Enter].

Resolution   Index              1/2
 Resolution              Cancel  Enter
C
B     Normal     Fine      S-Fine
          P     Background
T
                            List
```
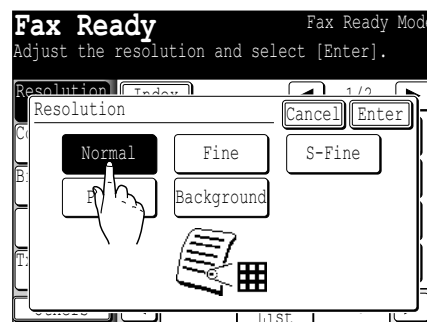
■ **Contrast**

1 Press **[Contrast]**.

2 (1) Select the desired contrast.
The contrast can be selected from 5 levels to match the document.
- ● Darkest
  To scan at the darkest contrast
- ● Darker
  Between darkest and normal
- ● Normal
  For normal documents
- ● Lighter
  Between lightest and normal
- ● Lightest
  To scan at the lightest contrast

(2) Press **[Enter]**.

```
Fax Ready               Fax Ready Mode
Adjust the contrast and select [Enter].

Resolution   Index              1/2
 Contrast               Cancel  Enter
C
B
                  ▼
T
      ◄   ◄      ►   ►
                            List
```
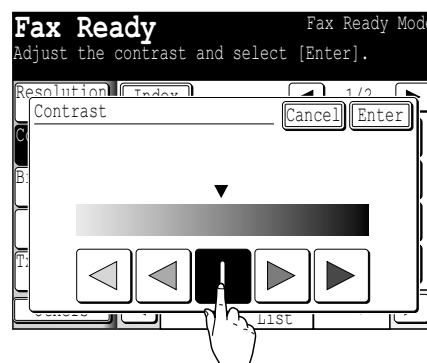
Transmission method settings (Memory transmission/Real time transmission)

There are two types of automatic transmissions. Memory transmission is when a transmission begins after the document is scanned, and real time transmission when a transmission begins while the document is being scanned. Memory transmission is set at the time of purchase, but when Memory transmission is set to OFF, one transmission can be specified for real time transmission.

●Real time transmission

Real time transmission directly transmits the document to the other faxmachine without scanning the document into memory. Transmission begins immediately after the transmission operation is completed to allow you to confirm that the other machine has received the transmission.

●Memory transmission

Memory transmission transmits the document after scanning the document into memory. This allows you to take the document and leave without waiting for the transmission to end to save time. For Memory transmission, when the image is corrupted by line trouble, etc., the affected page is automatically resent.

1 Press **FAX**.

2 Press **[Others]**.

3 (1) Press **[◀]** or **[▶]**.
(2) Press **[Memory Tx]**.

```
Fax Functions
Select item to edit.

          ◀  2/2  ▶                    Enter
F-Code Tx  OverseasTx  Memory Tx   Dialing
     OFF          OFF         ON   Options
DuplexScan Auto Rx
     OFF         ON
```

4 (1) Press **[ON]** or **[OFF]**.
(2) Press **[Enter]**.

```
Fax Functions
Select ON/OFF and select [Enter].

Memory Tx                    Cancel  Enter

      OFF          ON
```

5 (1) Press **[Enter]** again to return to the standby screen.
(2) Set the document and perform the transmission operation.
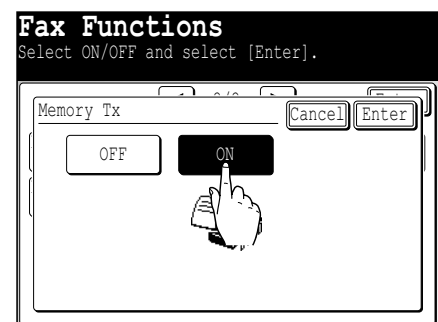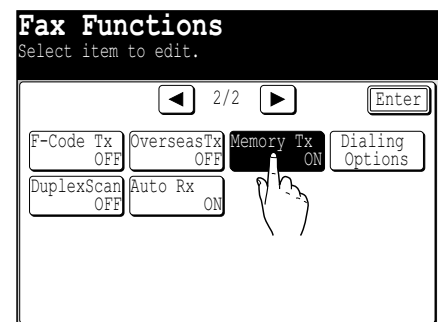
> Note
>
> ON..... Memory Tx
> OFF... Real time Tx

> Note
>
> Press **RESET** to cancel the settings.

In this case

Transmitting from the document glass will cause the memory to overflow.

Real time transmission is not possible from the document glass. Even if real time transmission is set, the machine will automatically switch to Memory transmission. The memory may overflow depending on the document. In this case, copy the document and send it by real time transmission using the ADF.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3
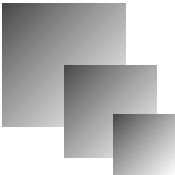
FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Quick memory transmission

When sending multiple documents, transmission begins shortly after the first page is scanned. This greatly reduces the total working time when sending a large amount of documents.

Note

Quick Memory Tx is set to ON by the factory default. (see page 3-196)

Quick Memory Tx

Memory Tx

Transmits while scanning

Transmits after scanning is completed
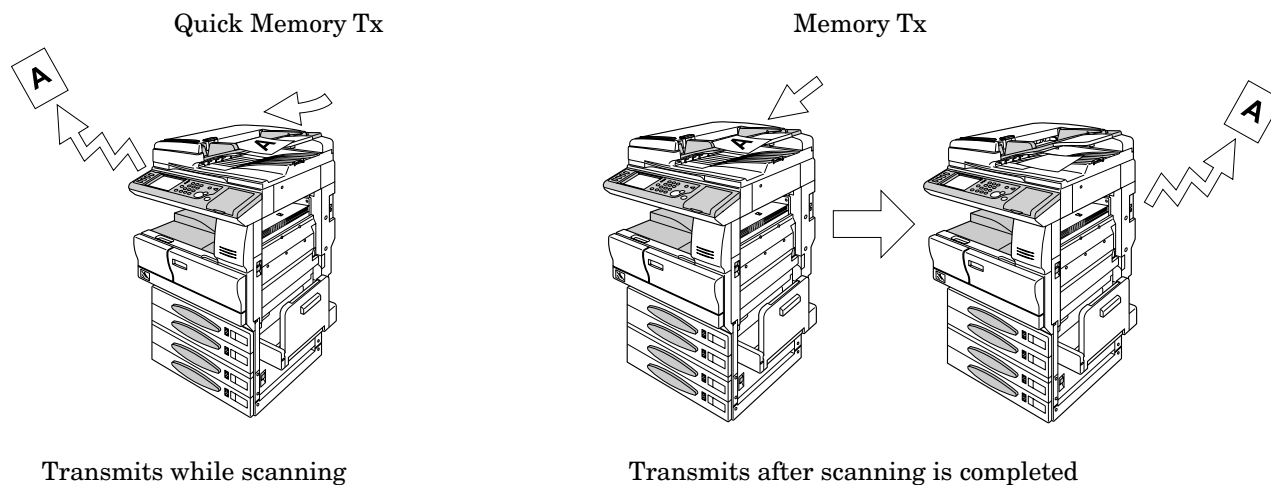
Dialing symbols

Inserting the dialing symbols when entering the receiver's number allows a variety of functions to be added. Dialing symbols can also be used when setting speed-dial.

Key name	Touch screen display	Functions and applications
Pause	/P	This is used to open the space between dials. (Ex.) 075-111-2222/P123 #
Tone	/T	This is used when you want to transmit a tone when connecting to the dial line. (Ex.) 075-111-2222/T123 #
Pre Fix	/N	Enter a "Dial Prefix" to access an alternative phone network, "/N" must be entered to the first of number. For how to register and use a Dial Prefix, refer to page 3-137.

Overseas setting

When transmitting overseas, the transmission reliability can be improved.

1 Press **FAX**.

2 Press **[Others]**.

```
Fax Ready                    Fax Ready Mode

      Sep 24 2004 01:30pm        Memory   100%
Resolution  [ Index ]          ◄    1/2    ►
   Normal
            Atlanta    New York   Los Angels
Contrast    Office     Office     Office
   Normal
            Chicago    Houston    Seattle
Broadcast   Office     Office     Office
      OFF
            London     Paris      Hong Kong
Monitor     Office     Office     Office

            Tokyo      Domestic   Overseas
Tx Report   Office     Sales Dep  Sales Dep
      OFF
   Others   ◄    All    Numeric    AB     ►
                        List
```
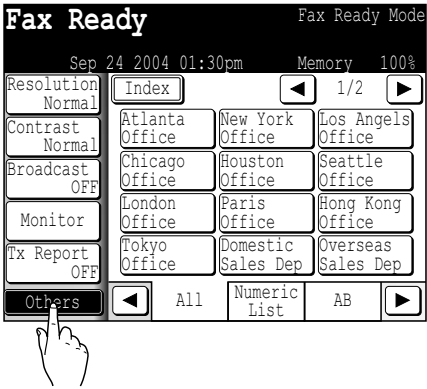
3 (1) Press **[◄]** or **[►]**.
(2) Press **[OverseasTx]**.

```
Fax Functions
Select item to edit.

            ◄    2/2    ►              [Enter]
F-Code Tx  OverseasTx Memory Tx  Dialing
      OFF         OFF        ON   Options
DuplexScan Auto
      OFF          N
```
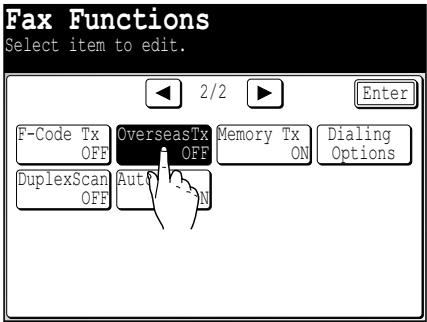
4 (1) Select **[ON]** for overseas transmission.
(2) Press **[Enter]**.

```
Fax Functions
Select ON/OFF and select [Enter].

OverseasTx              Cancel  Enter

     OFF        ON
```

Note

Press **RESET** to cancel the settings.
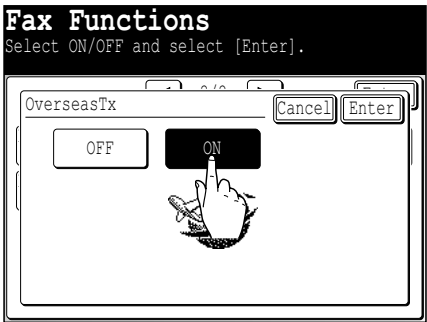
5 The display returns to the screen in step 3. Press **[Enter]**.

Note

When the transmission is completed, the overseas setting returns to OFF.

6 Enter the fax number, and send the fax.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix
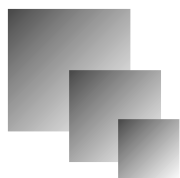
Transmitting Faxes

How to perform basic transmission

Operating tips

When using one-touch keys, speed-dials or Address book, register them in advance. (see page 3-162)
When transmitting from the document glass, check to make sure there are no documents in the ADF.

Reference ○

How to load document (see page 1-42)

1 Load the document.

2 Press **FAX**.

COPY

FAX

SCANNER

PRINTER ○
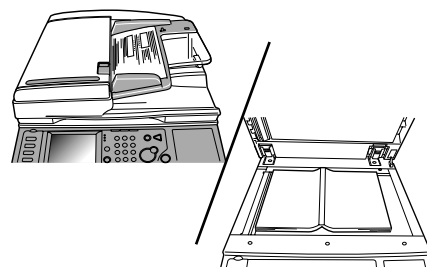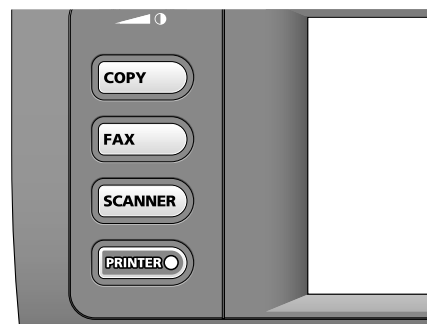
Reference ○

Transmission resolution/ contrast setting (see page 3-4)

3 Set the resolution and contrast as necessary.

Fax Ready　　　　Fax Ready Mode

Sep 24 2004 01:30pm　　Memory　100%
Resolution Normal　　Index　◄　1/2　►
Contrast Normal　Atlanta Office　New York Office　Los Angels Office
Broadcast OFF　Chicago Office　Houston Office　Seattle Office
Monitor　London Office　Paris Office　Hong Kong Office
Tx Report OFF　Tokyo Office　Domestic Sales Dep　Overseas Sales Dep
Others　◄　All　Numeric List　AB　►

Reference ○

"FAX/Chapter 2 Advanced Fax Features" (see page 3-57)

4 Set the various functions as necessary.
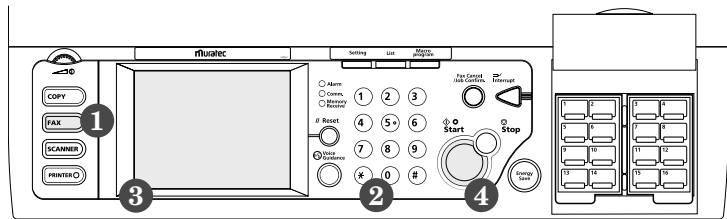
Fax Functions
Select item to edit.

◄　1/2　►　　Enter
Redial　Speed Dial　FaxFrwrd. OFF　Fax & Copy OFF
Program One-Touch　Group Tx　Enlarge TX 100%　SecurltyRx OFF
TTI ON　TTI Select Default　Cover Page OFF　Delayed Tx OFF
Batch Tx　Scan Size Auto　Polling OFF　FPolling OFF

Keys to be used here

❶**FAX**
❷Numeric Keypad
❸Touch Screen
❹**START**

Reference ○

Methods for specifying the location are as follows:
· Specify using the one-touch keys (see page 3-10)
· Specify using speed-dial (see page 3-10)
· Specify using the Address Book (see page 3-12)
· When specifying multiple locations, use Broadcast Tx (see page 3-58) or Group Tx (see page 3-61).
· Press **RESET** to cancel the settings.

Note ○

Transmission reservation can be performed while communicating. The reserved transmission will start when the current communication is completed. Transmission can be reserved for up to 100 communications.

Reference ○

· Specify the document size when it cannot be auto detected. (see page 3-2)
· For details of canceling the transmission, refer to page 3-28.

---

5 Use the numeric keypad to enter the fax number.

Fax Ready — Fax Ready Mode

Fax No.   Cancel Enter
1234567890_
◄   ►   Clear   -
Pause   Tone   PreFix   Edit
List
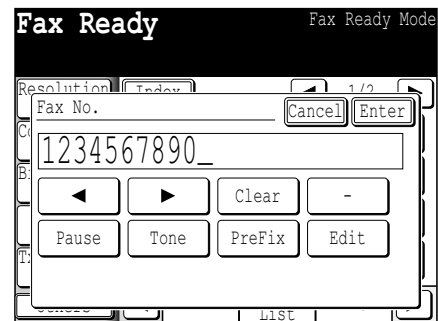
6 Press **START**.
The document will be scanned and transmission will begin.

In this case ?

To send multiple documents using the document glass....

When a document exceeds two pages, after the first page is scanned, set the document in the fax and press **[Next Doc]**. After the entire document has been scanned, press **[Tx Start]**.

Note ○

If **[Tx Start]** is not pressed, the machine will wait a few moments before automatically transmitting.
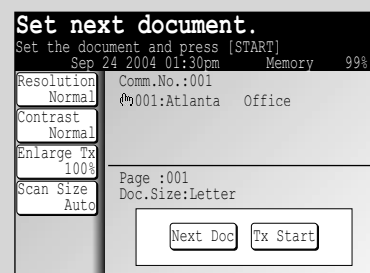
Set next document.
Set the document and press [START]
          Sep 24 2004 01:30pm   Memory   99%
Resolution   Comm.No.:001
  Normal   ☞001:Atlanta   Office
Contrast
  Normal
Enlarge Tx
  100%   Page :001
Scan Size   Doc.Size:Letter
  Auto
              Next Doc   Tx Start

Getting Started
COPY Chapter1
COPY Chapter2
COPY Chapter3
FAX Chapter1
FAX Chapter2
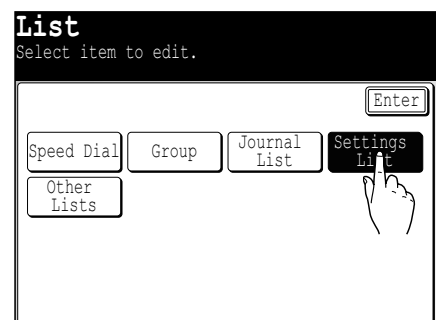FAX Chapter3
FAX Chapter4
Common Settings
In This Case...
Appendix

Transmitting using one-touch key

There are 48 one-touch keys, 01 to 48. One-touch keys 01 to 48 correspond to speed-dial 001 to 048. For example, the location registered for one-touch 01 is the same as the location entered for speed-dial 001.

1 Load the document.

2 Press **FAX**.

Note

Press **RESET** to cancel the settings.

3 Set the resolution and contrast as necessary.

Reference

· Location can be entered for unregistered one-touch keys. (see page 3-166)
· Before pressing a one-touch key, press **[Broadcast]** located in the Soft Key to allow multiple locations to be specified consecutively. (Press **START** to transmit.)

4 Press the one-touch key registered as location.
The document will be scanned and transmission will begin.
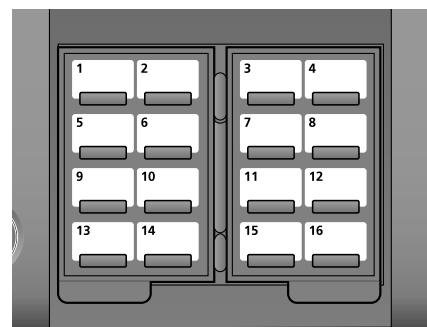
Transmitting using speed-dial

1 Load the document.

2 Press **FAX**.

3 Set the resolution and contrast as necessary.

4 Press **[Others]**.

```
Fax Ready                    Fax Ready Mode

        Sep 24 2004 01:30pm      Memory    100%
Resolution  ┌Index─┐        ◄      1/2   ►
    Normal  └──────┘
Contrast    Atlanta    New York   Los Angels
    Normal  Office     Office     Office
Broadcast   Chicago    Houston    Seattle
       OFF  Office     Office     Office
            London     Paris      Hong Kong
 Monitor    Office     Office     Office
Tx Report   Tokyo      Domestic   Overseas
       OFF  Office     Sales Dep  Sales Dep

 Others    ◄    All    Numeric    AB    ►
                       List
```

5 Press **[Speed Dial]**.

```
Fax Functions
Select item to edit.

            ◄   1/2   ►            Enter

 Redial    Speed Dial  Faxfrwrd.  Fax & Copy
                              OFF         OFF
 Program   Group Tx   Enlarge TX  SecurltyRx
One-Touch                   100%         OFF
TTI        TTI Select Cover Page  Delayed Tx
       ON     Default        OFF         OFF
 Batch Tx  Scan Size  Polling    FPolling
              Auto         OFF         OFF
```

Note

· The numbers registered in speed-dial 001 to 048 are the same as one-touch numbers 01 to 48.
· Press **RESET** to cancel the settings.

6 (1) Use **[▲] [▼]** or the numeric keypad to enter the speed-dial No. (001 to 500).
(2) Press **[Enter]**.

```
Fax Functions
Use the arrows or numeric keypad to input
the number and select [Enter].

 ┌Speed Dial──────────────Cancel│Enter┐
 │                                     │
 │ Input range:001-500                 │
 │ 001:Atlanta   Office                │
 │                                     │
 │      ┌─────┐       ┌─▲─┐            │
 │      │ 001 │       └───┘            │
 │      └─────┘       ┌─▼─┐            │
 │                    └───┘            │
 │  This will dial the speed-dial number│
 │  that was registered before-hand.   │
 └─────────────────────────────────────┘
```

7 Press **START**.
The document will be scanned and the transmission will begin.

Transmitting using address book

Address Books displays the registered speed-dial list in the registering order, the alphabetical order or by groups in the touch screen. From the Address Book you can select the location from a list of registered Dials or select the location by alphabetical or group listing.

Index
This displays the tabs in a list.
In this case (see page 3-17)

Fax Ready   Fax Ready Mode

Sep 24 2004 01:30pm   Memory   100%

Resolution Normal	Index	◄	1/2	►
Contrast Normal	Atlanta Office	New York Office	Los Angels Office
Broadcast OFF	Chicago Office	Houston Office	Seattle Office
Monitor	London Office	Paris Office	Hong Kong Office
Tx Report OFF	Tokyo Office	Domestic Sales Dep	Overseas Sales Dep
Others	◄	All	Numeric List	AB	►

Location list
This displays the registered locations. The displayed contents differ depending on the tab.

Tab change cursor
Press this to change the tabs when there are multiple tabs.

Tab
The registered locations are classified by category. Pressing a tab displays the classified locations.

■ All

This displays all of the registered speed-dials in the shape of button according to the registering order.

Note

Up to 500 speed-dials can be registered. The numbers registered in speed-dial 001 to 048 are the same as one-touch numbers 01 to 48.

1 Load the document.

2 Press **FAX**.

3 Set the resolution and contrast as necessary.

Note

Before selecting the location press **[Broadcast]** located in the Soft Key to allow multiple locations to be specified consecutively. (Press **START** to transmit.)

4 (1) Press **[ALL]**.
(2) Press the page change cursor **[◄] [►]** to display the specified location.
(3) Press the location you want to specify.
The document will be scanned and transmission will begin.

```
Fax Ready                Fax Ready Mode

     Sep 24 2004 01:30pm    Memory   100%
Resolution  ┌──────┐      ◄   1/2   ►
   Normal   │Index │
Contrast    │Atlanta │New York│Los Angels│
   Normal   │Office  │Office  │Office    │
Broadcast   │Chicago │Houston │Seattle   │
     OFF    │Office  │Office  │Office    │
            │London  │Paris   │Hong Kong │
  Monitor   │Office  │Office  │Office    │
Tx Report   │Tokyo   │Domestic│Overseas  │
     OFF    │Office  │Sales Dep│Sales Dep│
 ┌────────┐ ┌──┐      Numeric       ┌──┐
 │ Others │ │◄ │  All   List    AB  │► │
 └────────┘ └──┘                    └──┘
```
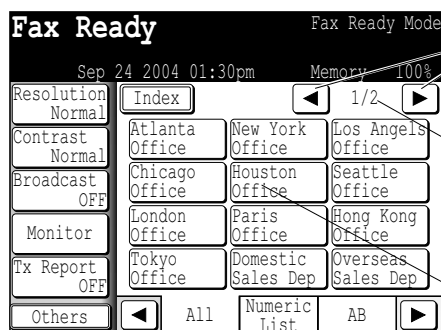
Page change cursor
Press this to change the page.

Page number
This is the page number of the list display that is currently displayed.

Location
This is a list of the location entered in the speed-dial. 12 destinations are displayed at one time.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

■ Numeric list

The registered speed-dials are displayed in the speed-dial number order. The location can be directly specified from the touch screen. There are 100 pages in the speed-dial listing with each page holding 5 numbers.

Note ○

Up to 500 speed-dials can be registered. The numbers registered in speed-dial 001 to 048 are the same as one-touch numbers 01 to 48.

1 Load the document.

2 Press **FAX**.

3 Set the resolution and contrast as necessary.

Note ○

Before selecting the location, press **[Broadcast]** located in the Soft Key to allow multiple locations to be specified consecutively. (Press **START** to transmit.)

4 (1) Press **[Numeric List]**.
(2) Press the page change cursor **[◀] [▶]** to display the specified location.
(3) Press the location you want to specify.
The document will be scanned and transmission will begin.

```
Fax Ready              Fax Ready Mode

       Sep 24 2004 01:30pm    Memory   100%
Resolution  ┌─────┐              ┌──┐       ┌──┐
  Normal    │Index│          ◀  1/100  ▶
Contrast   ┌────────────────────────────────┐
  Normal   │ 001:Atlanta    Office          │
Broadcast  │ 002:New York   Office          │
    OFF    │ 003:Los AngelsOffice           │
 Monitor   │ 004:Chicago    Office          │
Tx Report  │ 005:Houston    Office          │
    OFF    └────────────────────────────────┘
 Others    ◀    All    Numeric    AB    ▶
                        List
```
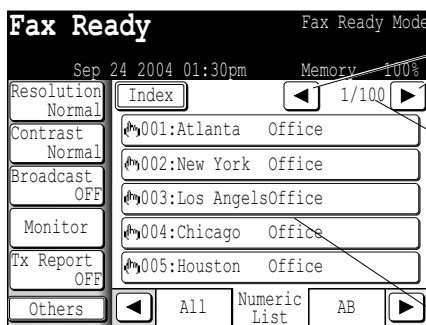
Page change cursor
Press this to change the page.

Page number
This is the page number of the number order display that is currently displayed.

Location
This is a list of the location registered in speed-dial. 5 destinations are displayed at a time.

■ Alphabet

When you register the names in a speed-dial location, the location names are classified in alphabetical order.

Note ○

Classification is not performed when the location name is not registered. In addition, an alphabet tab will not be displayed unless a recipient is registered under that classification.

1 Load the document.

2 Press **FAX**.

3 Set the resolution and contrast as necessary.

Note ○

· Before selecting the location, press **[Broadcast]** located in the Soft Key to allow multiple locations to be specified consecutively. (Press **START** to transmit.)

· Press the Tab change cursor to change the tab.

4 (1) Press the tab containing the name of location that was registered when the one-touch key/speed-dial was registered.
(2) Press the location.
The document will be scanned and transmission will begin.

```
Fax Ready                Fax Ready Mode
       Sep 24 2004 01:30pm      Memory   100%
Resolution    Index
   Normal
Contrast      Chicago    Domestic
   Normal     Office     Sales Dep
Broadcast
     OFF
 Monitor
Tx Report
     OFF
 Others     ◄    CD      EF      GH    ►
```

■ Group

Setting the Group number when setting a speed-dial allows a tab to be displayed for each Group number. A destination can be specified from the locations registered in the group.

Reference ○

A name can be assigned to the group. (see page 3-188)

1 Load the document.

2 Press **FAX**.

3 Set the resolution and contrast as necessary.

4 (1) Press the group tab in which the location you want to specify is registered.
(2) Press the location.
The document will be scanned and transmission will begin.

Note ○

· Before selecting the location, press **[Broadcast]** located in the Soft Key to allow multiple locations to be specified consecutively. (Press **START** to transmit.)
· Press the Tab change cursor to change the tab.

```
Fax Ready                    Fax Ready Mode
        Sep 24 2004 01:30pm      Memory   100%
Resolution   Index
   Normal
Contrast      Atlanta   New York   Los Angels
   Normal     Office    Office     Office
Broadcast     Chicago   Houston    Seattle
     OFF      Office    Office     Office
Monitor
Tx Report
     OFF
Others    ◄ Domestic Group A  Group B  ►
```

In this case

Many tabs cause the trouble for switching over.

```
Index
```

Several tabs will be displayed when several locations have been registered, which makes it difficult to find the location you want to specify. You can use **[Index]** to display the tabs in a list to allow you to quickly locate the desired location.

1 Press **[Index]**.

2 Press the tab you want to display.
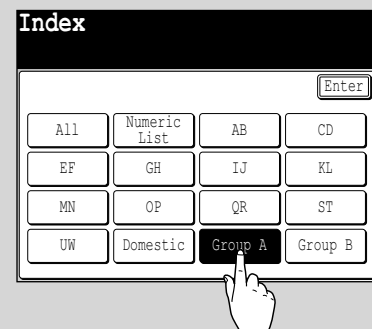
3 The selected tab is displayed. Select the location.

Redialing

There are two types of redials; "Manual Redial", which is performed by operating the machine, and "Automatic Redial", for which the machine automatically decides to redial when transmission is not possible because the receiving line is busy.

Note ○

Redial is not performed when the transmission was made using the optional handset

Note ○

Up to 40 digits can be stored per phone number.

Reference ○

How to load document (see page 1-42)

■ How to redial manually

The locations for the last 10 fax transmissions and phone calls are kept in memory.

1 Load the document.

2 Press **FAX**.

3 Press **[Others]**.

```
Fax Ready                    Fax Ready Mode
    Sep 24 2004 01:30pm      Memory    100%
Resolution  ┌─────┐        ┌◄┐  1/2  ┌►┐
  Normal    │Index│        └─┘       └─┘
Contrast    Atlanta    New York   Los Angels
  Normal    Office     Office     Office
            Chicago    Houston    Seattle
Broadcast   Office     Office     Office
      OFF   London     Paris      Hong Kong
  Monitor   Office     Office     Office
            Tokyo      Domestic   Overseas
Tx Report   Office     Sales Dep  Sales Dep
      OFF
  Others   ┌◄┐  All   Numeric   AB   ┌►┐
           └─┘        List           └─┘
```

4 Press **[Redial]**.

```
Fax Functions
Select item to edit.

              ┌◄┐  1/2  ┌►┐         ┌Enter┐
              └─┘       └─┘         └─────┘
  Redial   Speed Dial  FaxFrwrd.  Fax & Copy
                             OFF          OFF
  Pri      Group Tx    Enlarge TX SecurltyRx
  One                        100%         OFF
  TTI      TTI Select  Cover Page Delayed Tx
       ON   Default          OFF          OFF
  Batch Tx Scan Size   Polling    FPolling
           Auto             OFF          OFF
```

Note ○

· For redial, only the number to be redialed is displayed. Names of receiving party registered in speed-dial are not displayed.
· Press **RESET** to cancel the settings.
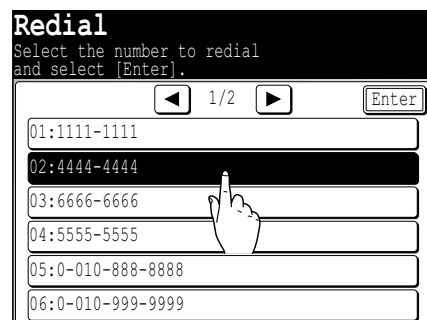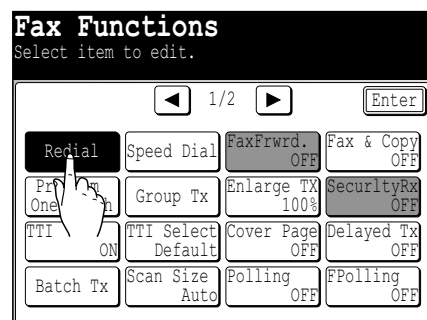
5 (1) Select the phone number to be redialed.
   (2) Press **ENTER**.

```
Redial
Select the number to redial
and select [Enter].

              ┌◄┐  1/2  ┌►┐         ┌Enter┐
              └─┘       └─┘         └─────┘
01:1111-1111
02:4444-4444
03:6666-6666
04:5555-5555
05:0-010-888-8888
06:0-010-999-9999
```

6 Press **START**.

Note ⬤

· For the details of the re-dial cancel, refer to page 3-28.
· When a real time trans-mission was made, the redial is cancelled when the document is re-moved.
· The redial default set-ting is twice at 1-minute interval.
· Redial cannot be per-formed during real time transmission.

Note ⬤

Press **RESET** to return to the standby screen.

■ Automatic redial

When transmission was not successful during automatic transmission because the line was busy, "Auto Redial" will be displayed and the number is au-tomatically redialed.

```
Fax Ready                    Auto Redial
       Sep 24 2004 01:30pm    Memory    99%
Resolution  [ Index ]        ◄  1/2  ►
    Normal
Contrast    Atlanta   New York   Los Angels
    Normal  Office    Office     Office
Broadcast   Chicago   Houston    Seattle
       OFF  Office    Office     Office
            London    Paris      Hong Kong
 Monitor    Office    Office     Office
Tx Report   Tokyo     Domestic   Overseas
       OFF  Office    Sales Dep  Sales Dep
  Others   ◄   All   Numeric    AB    ►
                      List
```

If transmission was not possible even after the set number of re-dials were performed, the mes-sage at right is displayed.The check message will be printed. Check the message and transmit again if necessary.

```
Fax Ready               Fax Ready Mode
Communication error
Check Message Printing
Resolution  [ Index ]        ◄  1/2  ►
    Normal
Contrast    Atlanta   New York   Los Angels
    Normal  Office    Office     Office
Broadcast   Chicago   Houston    Seattle
       OFF  Office    Office     Office
            London    Paris      Hong Kong
 Monitor    Office    Office     Office
Tx Report   Tokyo     Domestic   Overseas
       OFF  Office    Sales Dep  Sales Dep
  Others   ◄   All   Numeric    AB    ►
                      List
```

Memory overflow

When the memory overflows full during document storage, the following message is displayed.

■ When using quick memory transmission

●Check Message is printed with the page number in which the memory ovgerflowed.

●Wait until space clears in the memory or use real time transmission to retransmit the document from the printed page number.

```
Press Stop to exit
Memory over flow
     Sep 24 2004 01:30pm    Memory   100%
Resolution  Index              ◄   1/2  ►
  Normal
Contrast    Atlanta   New York   Los Angels
  Normal    Office    Office     Office
Broadcast   Chicago   Houston    Seattle
     OFF    Office    Office     Office
            London    Paris      Hong Kong
  Monitor   Office    Office     Office
Tx Report   Tokyo     Domestic   Overseas
     OFF    Office    Sales Dep  Sales Dep
  Others   ◄   All   Numeric    AB   ►
                     List
```

■ When using memory transmission/document storage

*This is the same as when quick memory transmission is set to OFF.

●Press **[Yes]** to transmit only the document stored in memory.

●Press **[No]** to delete the document stored in memory.

●If nothing is pressed, the machine will automatically delete the file in three minutes.

```
Set Scanning
Press [Stop] to Stop
     Sep 24 2004 01:30pm    Memory    99%
Resolution   Comm No :001

   Memory overflow.
   Number of stored page: 50
   Store these pages?


                         Yes      No
```
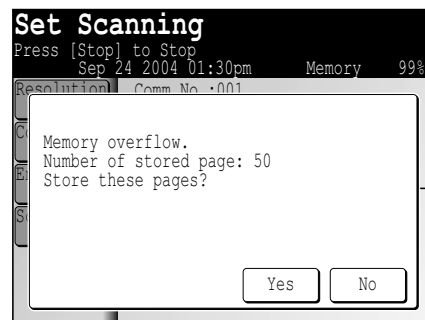
Transmitting manually

Use this method when the other fax machine uses manual reception, or when you transmit after finishing the phone conversation.

Operating tips

● The optional handset is required when picking up the handset to send the transmission.
● Manual transmissions cannot be sent from the document glass.

Reference

How to load document (see page 1-42)

1 Place the document in the ADF.

2 Press **FAX**.

Note

Check to make sure you hear a dial tone.

Reference

Transmission resolution/ contrast setting (see page 3-4)
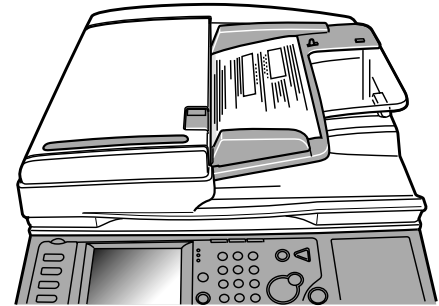
3 (1) Set the resolution and contrast as necessary.
(2) Press **[Monitor]**. Or pick up the handset.

```
Fax Ready                    Fax Ready Mode
      Sep 24 2004 01:30pm      Memory   100%
Resolution  [ Index ]          ◄    1/2    ►
    Normal
Contrast    Atlanta   New York   Los Angels
    Normal  Office    Office     Office
Broadcast   Chicago   Houston    Seattle
       OFF  Office    Office     Office
            London    Paris      Hong Kong
Monitor     Office    Office     Office
Tx Report   Tokyo     Domestic   Overseas
       OFF  Office    Sales Dep  Sales Dep
[ Others ]  ◄   All   Numeric    AB    ►
                      List
```

4 Press **[Others]** and select the desired functions.

For manual transmission, only limited functions are available for Other Functions.
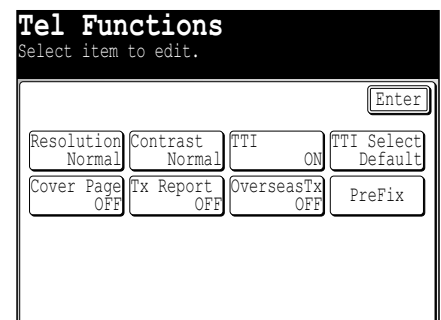
```
Tel Functions
Select item to edit.
                              [ Enter ]
Resolution Contrast  TTI       TTI Select
   Normal   Normal       ON    Default
Cover Page Tx Report OverseasTx
      OFF       OFF       OFF   PreFix
```

Reference ○

Methods for specifying the location are as follows:
· Specify using the numeric keypad (see page 3-8)
· Specify using the one-touch keys (see page 3-10)
· Specify using speed-dial (see page 3-10)
· Specify using the Address Book (see page 3-12)

Note ○

To end the call, hang up the handset or press **[Monitor]**.

5 Specify the loction.

```
Tel
0123456789_
Volume          Index        ◄   1/2  ►
     Middle
                Atlanta   New York  Los Angels
   Tone         Office    Office    Office
                Chicago   Houston   Seattle
  Redial        Office    Office    Office
                London    Paris     Hong Kong
 Monitor        Office    Office    Office
                Tokyo     Domestic  Overseas
Speed Dial      Office    Sales Dep Sales Dep
   Others    ◄    All    Numeric    AB    ►
                          List
```

6 When picking up the handset to make the call, if the receiving party is using manual reception, have that party prepare to receive the fax.

7 When you hear the other fax machine answer, press **START**. The transmission begins. When the handset was lifted to make the call, hang it up.
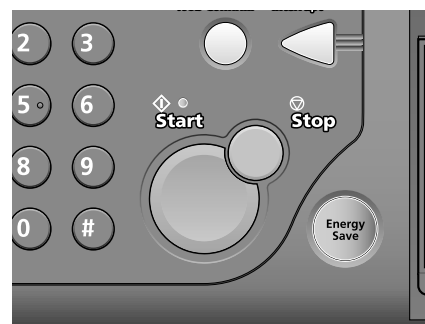
In this case

To adjust the speaker volume when **[Monitor]** is pressed.

1 During on hook, press **[Volume]**.

```
Tel
Volume                  Index        ◄  1/2  ►
      Middle      Atlanta   New York   Los Angeles
                  Office    Office     Office
                  Chicago   Houston    Seattle
   Re             Office    Office     Office
                  London    Paris      Hong Kong
 Monitor          Office    Office     Office
                  Tokyo     Domestic   Overseas
Speed Dial        Office    Sales Dep  Sales Dep
 Others      ◄    All    Numeric    AB    ►
                         List
```

2 (1) Select the volume you want to set.
(2) Press **[Enter]**.
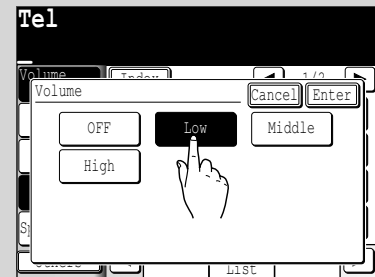
```
Tel
Volume    Index        ◄  1/2  ►
Volume                Cancel  Enter

    OFF       Low      Middle

    High

S
                      List
```
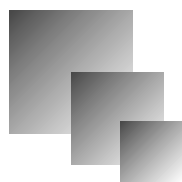
Changing Document Scan in Mid Scan (Mixed Transmission)

The document glass or the ADF can scan the document. Both scanning devices can be used in combination, such as for a cover page and map, and transmitted at the same time.

Operating tips

Basics for scanning the next document
· To scan the next document, set the Next Doc setting to "Yes" while scanning the current document.
· The ADF's default setting for Next Doc is "No". To have the next document scanned, press "Yes" while scanning the current document.
· For the document glass, the default setting for Next Doc is set to "Yes".
· If you set Next Doc to "No" during scanning, the transmission will begin after scanning is completed.

ADF → Document glass

Reference ◯
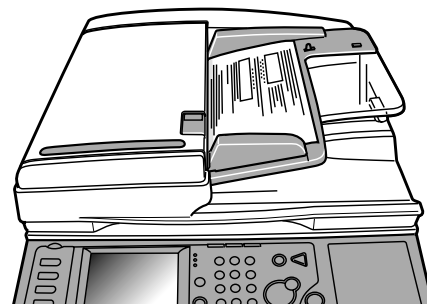
How to load document (see page 1-42)

1 Load the document.

Reference ◯

Methods for specifying the location are as follows:
· Specify using the numeric keypad (see page 3-8)
· Specify using the one-touch keys (see page 3-10)
· Specify using speed-dial (see page 3-10)
· Specify using the Address Book (see page 3-12)
· When specifying multiple locations, use Broadcast Tx (see page 3-58) or Groups tx (see page 3-61).

2 (1) Press **FAX**.
(2) Specify the location.

Proceed to step 3 when using the numeric keypad or speed-dial to specify the receiving party.

Proceed to step 4 when using a one-touch key or Address Book to specify the receiving party.

```
Fax Ready                    Fax Ready Mode
        Sep 24 2004 01:30pm      Memory    100%
Resolution   Index            ◄    1/2   ►
  Normal   ┌────────┬────────┬────────┐
Contrast   │Atlanta │New York│Los Angels│
  Normal   │Office  │Office  │Office  │
Broadcast  │Chi     │Houston │Seattle │
     OFF   │Off     │Office  │Office  │
           │Lond    │Paris   │Hong Kong│
 Monitor   │Office  │Office  │Office  │
Tx Report  │Tokyo   │Domestic│Overseas│
     OFF   │Office  │Sales Dep│Sales Dep│
  Others   │◄   All │Numeric │ AB    ►│
           │        │ List   │        │
```

3 Press **START**.

4 Press **[Yes]** while scanning the document.

```
Scanning
Press [Stop] to Stop
            Sep 24 2004 01:30pm    Memory    99%
Resolution    Comm.No.:001
    Normal    ☜001:Atlanta Office
Contrast
    Normal
Enlarge Tx
    100%
Scan Size      Page :001
    Auto      Doc.Size:Letter
              Next doc
                Yes       No
```
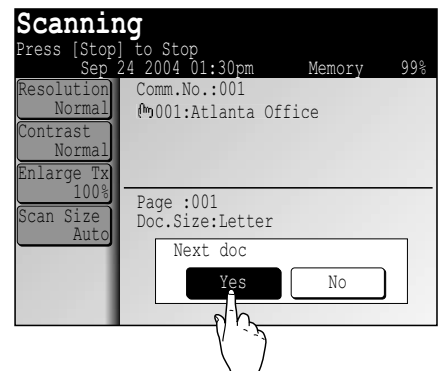
5 When scanning is completed, place the next document on the document glass.
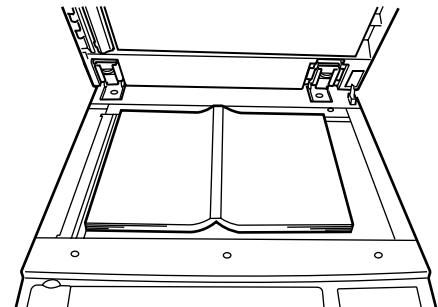
6 Press **[Next Doc]**. Document scanning will begin.
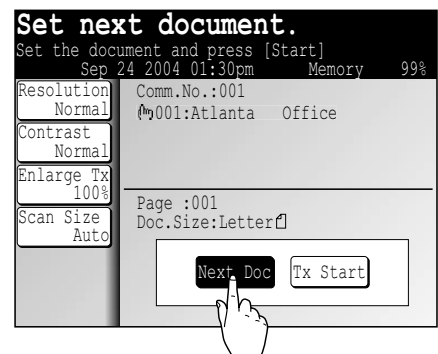
```
Set next document.
Set the document and press [Start]
            Sep 24 2004 01:30pm    Memory    99%
Resolution    Comm.No.:001
    Normal    ☜001:Atlanta    Office
Contrast
    Normal
Enlarge Tx
    100%
Scan Size      Page :001
    Auto      Doc.Size:Letter
              Next Doc   Tx Start
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Note

· Press **STOP** to cancel the scan.
· Transmission will also begin when **START** is pressed.

Reference

For canceling the transmission, refer to page 3-28.

7 Press **[Tx Start]** when all the documents have been scanned. Transmission will begin.

```
Set next document.
Set the document and press [Start]
          Sep 24 2004 01:30pm     Memory     99%
Resolution  Comm.No.:001
   Normal   ☞001:Atlanta   Office
Contrast
   Normal
Enlarge Tx
     100%    Page :001
Scan Size    Doc.Size:Letter
     Auto
               Next Doc   Tx Start
```
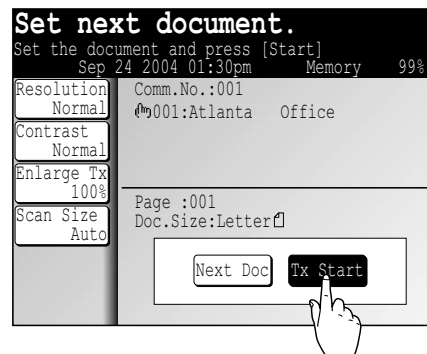
Document glass → ADF

Reference

How to load document (see page 1-42)
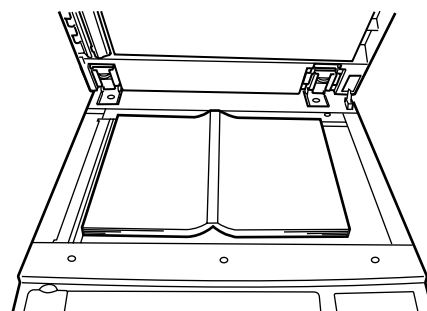
1 Load the document.

Reference

Methods for specifying the location are as follows:
· Specify using the numeric keypad (see page 3-8)
· Specify using the one-touch keys (see page 3-10)
· Specify using speed-dial (see page 3-10)
· Specify using the Address Book (see page 3-12)
· When specifying multiple locations, use Broadcast Tx (see page 3-58) or Groups tx (see page 3-61).

2 (1) Press **FAX**.
(2) Specify the location.

Proceed to step 3 when using the numeric keypad or speed-dial to specify the receiving party.
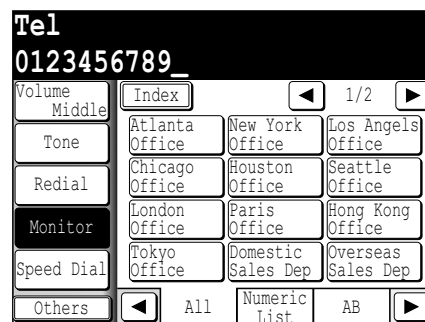
Proceed to step 4 when using a one-touch key or Address Book to specify the receiving party.

```
Fax Ready                 Fax Ready Mode
          Sep 24 2004 01:30pm     Memory    100%
Resolution  Index          ◄   1/2   ►
   Normal
Contrast   Atlanta   New York  Los Angels
   Normal  Office    Office    Office
Broadcast  Chi       Houston   Seattle
     OFF   Off       Office    Office
           Lond      Paris     Hong Kong
Monitor    Office    Office    Office
Tx Report  Tokyo     Domestic  Overseas
     OFF   Office    Sales Dep Sales Dep
 Others   ◄   All   Numeric   AB    ►
                    List
```

3 Press **START**.

4 When scanning is completed, place the next document in the ADF.

5 Press **[Nent Doc]**. Document scanning will begin.

```
Set next document.
Set the document and press [Start]
         Sep 24 2004 01:30pm    Memory    99%
Resolution    Comm.No.:001
    Normal     001:Atlanta   Office
Contrast
    Normal
Enlarge Tx
     100%    Page :001
Scan Size    Doc.Size:Letter
    Auto
                 Next Doc   Tx Start
```

6 Transmission will start when scanning has been completed.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Canceling/Checking the Communication Document

Use the following operation to check the status (delayed commands) after the document has been scanned. It can also be used to check the latest communication results after communication has been completed.

FAX CANCEL/JOB CONFIRM

If there is a document with delayed commands, **JOB CONFIRM** will illuminate.

Note ○

If there is no document with delayed commands, **FAX CANCEL/JOB CONFIRM** will not illuminate.

<Illuminates>

Canceling/Reviewing communication document

The operation differs depending on whether or not a document is currently being transmitted.

Note ○

For details of canceling the group transmission and broadcast transmission in progress, refer to "Canceling/Checking broadcast transmission by location" in the following section.

1 Press **FAX CANCEL/JOB CONFIRM**.
If a document is being communicated, proceed to step 5.

<Illuminates>

2 Press **[Delayed Commands]**.

```
Review commands
                                    Enter
    Delayed    Show
    Commands   History
```

Note

· The communication reserved documents will be displayed in chronological order. Press **[◀] [▶]** to change the screen.

3 The communication reserved document will be displayed.

```
Delayed Commands
Select the location to cancel the
transmission
         ◀   1/2   ▶        Enter
Delayed Commands:001 24,15:00 BrdCast
Delayed Commands:002 24,17:00 ⏱002:New Yo
Delayed Commands:003 24,17:30 ⏱004:Chicag
Delayed Commands:004 25,09:00 ⏱003:Los An
Delayed Commands:005 25,11:00 BrdCast
Delayed Commands:006 25,12:00 ⏱001:Atlant
```

Note

· **[BrdCast]** will be displayed for Group Transmission and Broadcast Transmission.

4 To cancel the communication, select the communication document to be canceled.
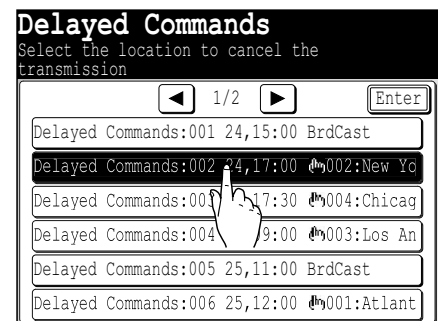
```
Delayed Commands
Select the location to cancel the
transmission
         ◀   1/2   ▶        Enter
Delayed Commands:001 24,15:00 BrdCast
Delayed Commands:002 24,17:00 ⏱002:New Yo
Delayed Commands:003  17:30 ⏱004:Chicag
Delayed Commands:004    9:00 ⏱003:Los An
Delayed Commands:005 25,11:00 BrdCast
Delayed Commands:006 25,12:00 ⏱001:Atlant
```

Note

· If the selected communication document was currently being communicated, communication will be canceled.
· Press **RESET** to return to the standby screen.
· When a "BrdCast" communication document is deleted, all of the broadcast locations are deleted. The destinations specified for the broadcast cannot be individually deleted.

5 Press **[Yes]**. The selected communication document is deleted.

```
Delayed Commands
Select the location to cancel the
transmission

  Delayed Commands:002 25,17:00 ⏱002:New
  OK to delete?

                        Yes    No
```

6 Press **[Enter]** to return to the list of communication reserved document.

FAX Chapter1 ● Basic Fax Features   3-29

Canceling/Reviewing broadcast transmission by location

● In broadcast transmission, you can check the broadcast location or delete the specified location.
● You cannot cancel the location individually for the reserved document such as with delayed transmission, but for the current transmitting documents.

The operation differs depending on whether or not a document is currently being transmitted.

1 Press **FAX CANCEL/JOB CONFIRM**.
If a document is being transmitted, proceed to step 5.

2 Press **[Delayed Commands]**.

Review commands

```
                                    Enter
Delayed    Show
Commands   History
```

Note
· The currently communicating document will be displayed first. ("In Progress" will be displayed.)
· The communication reserved documents will be displayed in chronological order. Press **[◄] [►]** to change the screen.

3 The communication reserved document will be displayed.

Delayed Commands
Select the location to cancel the transmission
```
            ◄  1/2  ►         Enter
Delayed Commands:001 24,15:00 BrdCast
Delayed Commands:002 24,17:00  002:New Yo
Delayed Commands:003 24,17:30  004:Chicag
Delayed Commands:004 25,09:00  003:Los An
Delayed Commands:005 25,11:00 BrdCast
Delayed Commands:006 25,12:00  001:Atlant
```
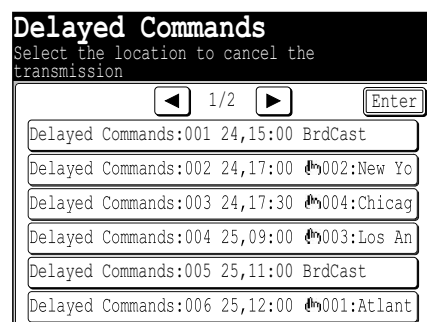
Note
[BrdCast] will be displayed for Group Transmission and Broadcast Transmission.

4 To cancel the communication, select the broadcast transmission to be canceled.
*"BrdCast" is displayed.

Delayed Commands
Select the location to cancel the transmission
```
            ◄  1/2  ►         Enter
Delayed Commands:001 24,15:00 BrdCast
Delayed Commands:002 24,17:00  002:New Yo
Delayed Commands:003 24,17:30  004:Chicag
Delayed Commands:004 25,09:00  003:Los An
Delayed Commands:005 25,11:00 BrdCast
Delayed Commands:00   12:00  001:Atlant
```

5 Press **[Yes]** to cancel the transmission.
Press **[No]** to exit after checking.

```
Delayed Commands
Select the location to cancel the
transmission
         ◄  1/2  ►

 Delayed commands:005 25,11:00 BrdCast
 OK to delete?
 (Details)    🖑001:Atlanta    Office
              🖑002:New York   Office
              🖑003:Los AngelsOffice
              🖑004:Chicago    Office
              🖑005:Houston    Office
                           Yes      No
```

Note

You can cancel the location individually only for the current transmitting documents.

■ **To cancel specified location**

(1) Press **[Detail]**.

*Each location specified by broadcast transmission will be displayed.

● Reserved
Location which has not yet been called.

● In Progress
Location which is currently communicating.

● Completed
Location which communication has finished.

● Deleting
Displayed until the deletion is actually completed.

● Deleted
Location which was deleted in the deleting screen.

● Redial
Location which is waiting for redial.

(2) To cancel the communication, select the broadcast transmission to be canceled.

```
Delayed Commands
Select the location to cancel the
transmission
         ◄  1/2  ►

 Communicating:002 24,13:47 BrdCast
 OK to delete?
 (Details)    🖑001:Atlanta    Office
              🖑002:New York   Office
              🖑003:Los AngelsOffice
              🖑004:Chicago    Office
              🖑005:Houston    Office
      Detail               Yes      No
```

```
Delayed Commands
Select the location to cancel the
transmission
                              Enter
 In Progress :🖑001:Atlanta
 Redial      :🖑002:New York
 Redial      :🖑003:Los Angels
 Reserved    :🖑004:Chicago
 Reserved    :🖑005:Houston
```

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

(3) Press **[Yes]**. The selected com-
munication document will be
deleted.

```
Delayed Commands
Select the location to cancel the
transmission

    Reserved    :   005:Houston
    OK to delete?




                          Yes      No
```

Note

Press **RESET** to return to
the standby screen.

6 Press **[Enter]** to return to the
list of communication reserved
document.
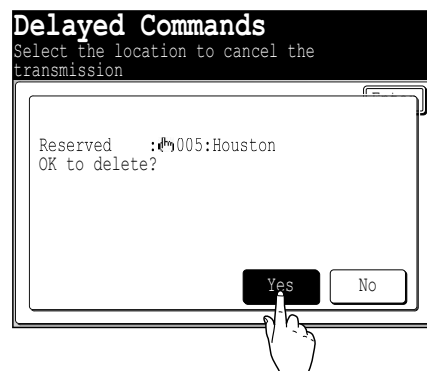
Displaying the communication history and printing the communication results

The communication history can display past communications (latest 100 communications). The communication results for each communication can be also displayed and printed.

1 Press **FAX CANCEL/JOB CONFIRM**.

Fax Cancel /Job Confirm. Interrupt

Start Stop

Note

Be careful to select **[No]**. Press **[Yes]** to cancel the currently transmitting document.

2 (1) If there is a currently transmitting document, the right screen will be displayed. Otherwise, proceed to step 4.
(2) Press **[No]**.

Delayed Commands
Select the location to cancel the transmission

Communicating :004 24,13:30 ✋001:Atl
OK to delete?

Yes   No

3 The Delayed Commands list will be displayed.
Press **[Enter]**.
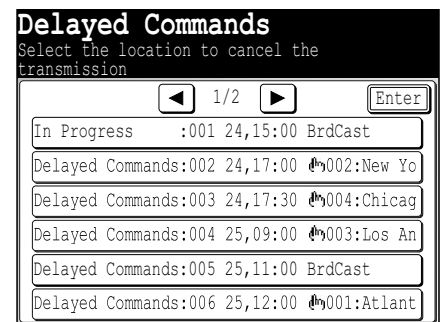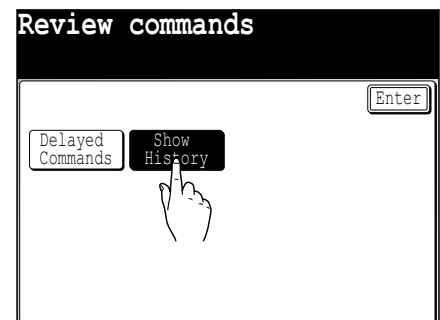
Delayed Commands
Select the location to cancel the transmission

◄ 1/2 ►   Enter

In Progress   :001 24,15:00 BrdCast
Delayed Commands:002 24,17:00 ✋002:New Yo
Delayed Commands:003 24,17:30 ✋004:Chicag
Delayed Commands:004 25,09:00 ✋003:Los An
Delayed Commands:005 25,11:00 BrdCast
Delayed Commands:006 25,12:00 ✋001:Atlant

4 Press **[Show History]**.

Review commands

Enter

Delayed   Show
Commands   History

5 The communication history will be displayed.

```
Show History

                    ◄  1/2  ►        Enter
006 TX   Houston    Office
001 TX   New York  Office
005 TX   Los AngelsOffice
004 RX   876543210
003 RX   ABC Co.
002 TX   Los AngelsOffice
```

6 (1)To display the communication results, select the communication results to be displayed.

```
Show History

                    ◄  1/2  ►        Enter
006 TX   Houston    Office
001 TX   New York  Office
005 TX   Los AngelsOffice
004 RX   876543210
003 RX   ABC Co.
002 TX   Los AngelsOffice
```

(2)The communication results are displayed.

```
Show History

Would you like to print?

001 TX   New York  Office
Resoiution:Normal
Start Time:09/24 13:32
Time    : 0'13"
Page    : 1
Result  : # O K

                          Yes      No
```

7 (1)Press **[Yes]** to print the communication results.

```
Show History

Would you like to print?

001 TX   New York  Office
Resoiution :Normal
Start Time:09/24 13:32
Time    : 0'13"
Page    : 1
Result  : # O K

                          Yes      No
```
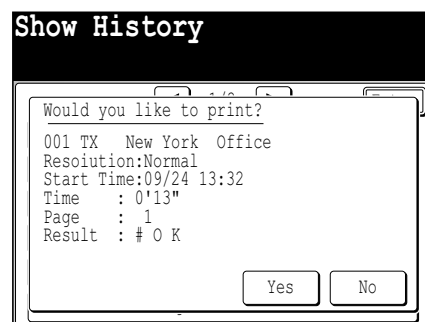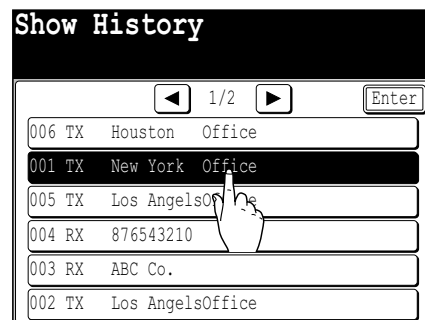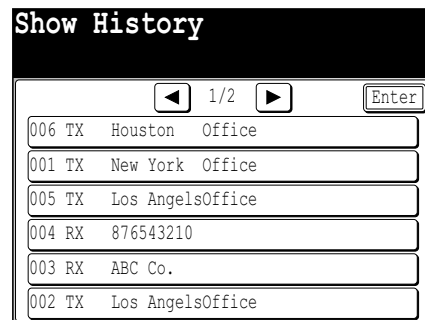
Note

"Tx Result" will be printed for transmissions, and "Rx Result" will be printed for receptions.

(2)The communication results
will be printed.

Printout Example

```
Dallas Office        Fax:1234567890
General dep.
Account dep.

            ** Tx Result **
```

No.	002
Name	New York Office
Mode	Normal
Start Time	09/24 13:31
Time	1'23"
Page	1
Dept	
Result	* O K
Note	

Printing the command list

This is used to print a list of the delayed transmission in memory that have not yet been transmitted.

1 Press **LIST**.

2 Press **[Journal List]**.

List
Select item to edit.

Enter

Speed Dial | Group | Journal List | Settings List
Other Lists

3 Press **[Command List]**.

Journal List
Select item to edit.

Enter
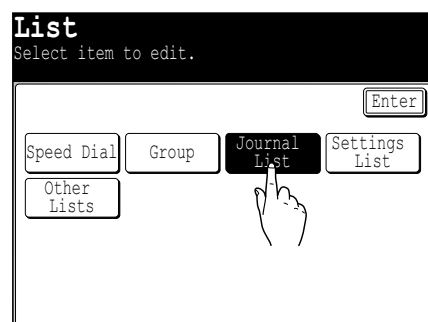
Command List | Journal Report

4 Press **[Yes]**. The command list will be printed.

Journal List
Select item to edit.

Command List
Would you like to print?

Yes | No
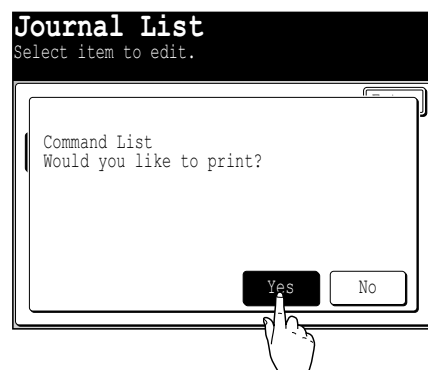
Note

If there are not delayed commands, "No command stored" will be displayed.

Printout Example


```
Dallas Office
General dept.
Account dept.

          ** Command List **

P.1                          Sep 24 2004   01:30pm
```

No.	Telephone Number	Tx Time	Note
Comm.No.:001	001, 002	24,14:00	BrdCast
Comm.No.:002	006	25,09:00	Delayed Tx
Comm.No.:003	003	24,15:00	Delayed Tx
Comm.No.:004	010	25,11:30	Delayed Tx
Comm.No.:005	016	26,10:00	Delayed Tx
Comm.No.:006	001, 002, 003, 004, 005, 006	24,16:30	BrdCast
Comm.No.:007	001	26,09:00	Delayed Tx

```
         1              2              3      4
```

1. No.

Comm. 001 .... Command No.

Batch No. 01 .... Batch transmission Box No.

2. Telephone Number

Tepephone number of the specified receiving party

3. Tx Time

Reserved time. Transmission starts when this time is reached.

4. Note

The specified functions are printed.

Printing command documents

● Documents in memory, such as delayed transmissions, can be printed and checked.
● To print a batch transmission document, refer to "Printing and deleting documents stored in the memory of batch transmission boxes". (see page 3-71)

1 Press **SETTING**.

2 Press **[Store Doc Settings]**.

Settings
Select item to edit.

Enter

Speed Dial Group Name Paper Settings **Store Doc Settings**
Copy Functions Fax Functions Scanner Settings Management
User Install Counter

3 Press **[Print]**.

Store Doc Settings
Select item to edit.
Select [Enter] to continue.

Enter
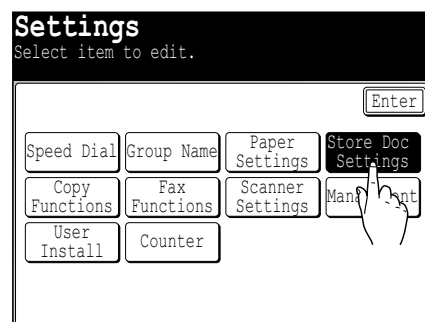
Store Delete **Print**

4 Press **[Command Doc.]**.

Print
Select item to edit.

Enter
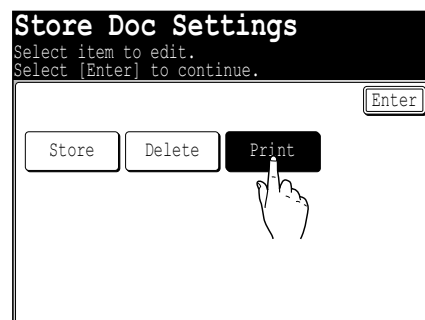
Polling Doc. F-Code Doc. Security Rx Doc. Batch Tx Doc.
Command Doc.
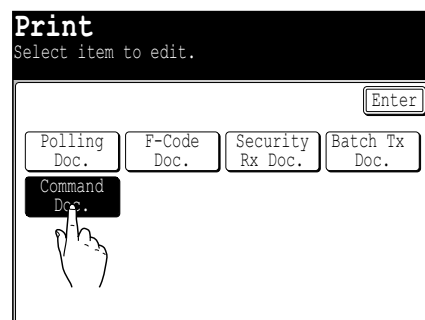
5 Press the Command Document you want to print.

Command Doc.

◀ 1/2 ▶ Enter
Delayed Commands:001 24,15:00 BrdCast
Delayed Commands:002 17:00 002:New Yo
Delayed Commands:003 7:30 004:Chicag
Delayed Commands:004 25,09:00 003:Los An
Delayed Commands:005 25,11:00 BrdCast
Delayed Commands:006 25,12:00 001:Atlant
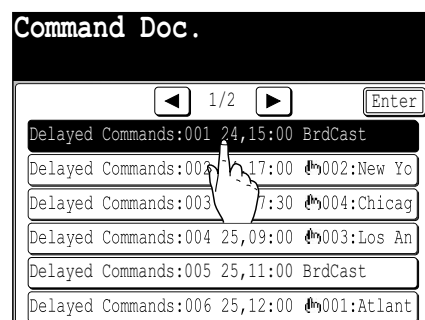
Note

The selected command document cannot be printed when the real time transmission or polling reception are used.

6 Press **[Yes]**. The selected command document is printed.

```
Command Doc.

Delayed Commands:001 24, 15:00 BrdCast
Would you like to print?

                              Yes    No
```
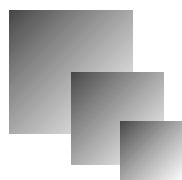
Receiving Faxes

Auto receiving mainly for fax (Fax ready mode)

Operating tips

- ●Use the Reception Mode at the User Install setting to set the machine to Fax Ready Mode. (see page 1-54)
- ●The handset is an optional component. (see page 1-13)
- ●The machine can be set to ring even if a handset is not installed. (see page 4-35)

Note

You can pick up the handset while the machine is ringing to talk on the phone.

Reference

· To make the machine ring, you need to make the settings for the handset or the fax ringer on the machine. (see page 4-35)
· The number of rings can be changed from 1 to 10. (see page 3-196)

1 Your machine rings.
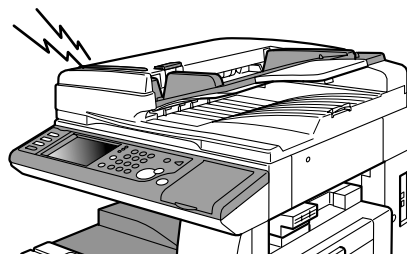
2 Fax reception will begin.
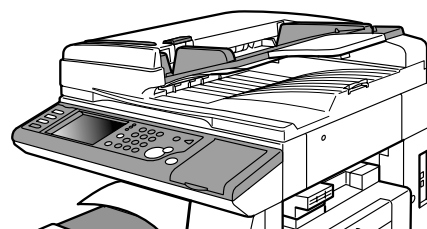
In this case

To change the number of rings...

The number of rings can be set from 1 to 10. You can make it easier to answer the phone by increasing the number of rings to extend the time until the fax answers the phone. For the details of setting method, refer to page 3-196.

Receiving a phone call with priority given to fax (Fax/Tel ready mode)

Operating tips

●Use the Reception Mode at the User Install setting to set the machine to "Fax/Tel Ready Mode". (see page 1-54)

●Remains in the fax reception mode for a while after a call comes in. Therefore when it is a phone call, the calling party is made to wait, and the phone call is charged to them.

●The optional handset is required to answer phone calls. (see page 1-13)

■ Receiving faxes

Note

· The machine might ring at fax reception depending on the other fax machine.

· The machine returns to the standby screen when reception is completed.

1 Fax reception will start immediately without ringing.

■ Answering phone calls

Note

· The continuous ringing means the caller is making a phone call to you.

· For frequent callers, let them know in advance that it will take time to answer the phone.

· The caller will already have been kept waiting for a while before the machine rings, so try to answer the phone as quickly as possible.

· Additionally connected phones will not ring.

1 Your machine will shortly delay the ringing after reception.

Note ○

· When you hear fax tones ("beep-beep-beep"), it is a fax call coming in. When you answer the call using the handset, press **START**.
· When you answer the call using an additionally connected phone, press the machine's **START** on the control panel to begin reception. (Hang up the handset after reception.)

2 Answer the call.

Auto receiving with priority given to the phone (Tel/Fax ready mode)

Operating tips ●

● Use the Reception Mode at the User Install setting to set the machine to "Tel/Fax Ready Mode". (see page 1-54)
● When you have a phone call and the number of rings exceeds two times, the fax will be in the reception mode. Therefore the phone call is charged to the caller even if you are not in.
● The optional handset is required to answer phone calls. (see page 1-13)

■ Receiving faxes

Reference ○

· To make the machine ring, you need to make the settings for the handset or the fax ringer on the machine. (see page 4-35)
· The number of rings can be changed from 1 to 10. (see page 3-196)

1 Your machine rings.

2 Fax reception will begin.

■ Answering phone calls

1 Your machine rings.

2 Your machine rings again. (approx. 30 seconds after the first ring)

3 Answer the call.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Using both the answering machine and fax (Ans/Fax ready mode)

Operating tips

● Use the Reception Mode at the User Install setting to set the machine to "Ans/Fax Ready Mode". (see page 1-54)
● Connect the answering machine connection cord to the fax's "Phone 2" connection.
● To make the machine ring, you need to make the settings for the handset or the fax ringer on the machine. (see page 1-13, page 4-35)

■ Receiving faxes

1 The answering machine rings for a predetermined number of times.

2 The answer message is played.

We are not in at the moment.

3 Fax reception will begin.
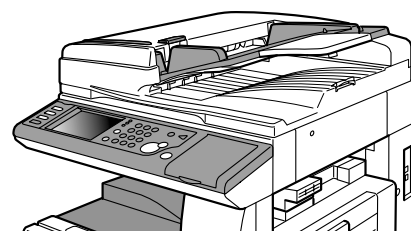
Note

· The automatic answering machine/fax switch might not work depending on the type of answering machine.
· Automatic reception might not be possible depending on the other fax machine.
· When the answering machine does not operate such as because the message memory is full, the fax cannot be received.

■ Answering phone calls

1 The answering machine rings for a predetermined number of times. (Within 2 rings)

2 The answer message is played. (Within 10 seconds)

We are not in at the moment.

3 Answering machine starts recording a message.

Recording a message

Note ○

When the caller is manually transmitting, the answering machine will pick up and play the answering message before the machine switches to the fax, so please include instructions for the calling party to "press start on your machine to transmit the fax" in the answering message.

Note ○

· If silence continues for 10 seconds, the machine will switch to fax reception.

· Fax reception is possible after recording a message.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Primarily using the phone (Tel ready mode)

Starts reception after picking up the handset to check the other party.

Operating tips

- ●The optional handset is required. (see page 1-13)
- ●Use the Reception Mode at the User Install setting to set the machine to "Tel Ready Mode". (see page 1-54)
- ●If there is a document in the ADF, the transmission will start by pressing **START**. Make sure there are no documents in the ADF.

Note

If it is a phone call, you can start the conversation.

1 Pick up the handset when the machine rings.

Note

If it is a fax reception, you will hear fax tones ("beep-beep-beep") or no sound.

2 Answer the call.
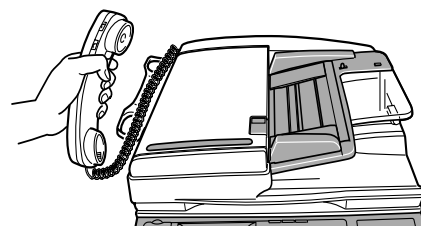
Note

· Check the caller's request, and then press **START** to hang up the handset.

· When the caller is manually transmitting, there might be no sound when the handset is picked up, so confirm on the phone if no one is on the line before pressing **START**.

· When you hear fax tones ("beep-beep-beep"), it is a fax call coming in. When you answer the call using the handset, press **START**.

· When you answer the call using an additionally connected phone, press **START** on the control panel to begin reception. (Hang up the handset after reception.)

3 Press **START**.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
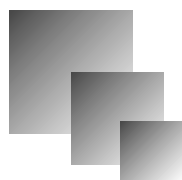
Operations during Reception

Display during reception

The other machine's name or number is shown in the display and is printed out on each received page. The Communicating lamp illuminates until the communication has been completed.

<When received while in the Fax Standby screen>

◯ **Comm.**

```
Fax Ready                    Fax Ready Mode
Dallas Office
Letter Normal P001
Resolution    [Index]        ◄   1/2   ►
      Normal
Contrast      Atlanta    New York   Los Angels
      Normal  Office     Office     Office
Broadcast     Chicago    Houston    Seattle
      OFF      Office     Office     Office
              London     Paris      Hong Kong
   Monitor     Office     Office     Office
              Tokyo      Domestic   Overseas
Tx Report      Office     Sales Dep  Sales Dep
      OFF
   Others     ◄   All    Numeric     AB    ►
                          List
```

Note ◯

· Do not pull out the paper cassette during printing. Doing so could cause a paper jam.

· The paper output tray can hold up to 250 sheets. Be sure to prevent too much paper from accumulating. Too much accumulated paper could cause output problems or paper jams.

· The other party is displayed with the following priority. 1. TTI registered in the Receiving party. 2. TTI number registered in the Receiving party.

· Reception is canceled when the memory overflows during reception. Contact the other party and ask them to transmit again.

Out-of-paper reception

Out-of-paper reception is the function that stores the received document in memory when it cannot be printed because the paper runs out or a paper jam occurs. When you solve the problem, the stored documents will be printed automatically. While an out-of-paper reception document is stored in memory, the **MEMORY RECEIVE** lamp will remain illuminated.

◯ **Memory Receive**

Note ◯

· Leave the machine power ON when replacing paper and toner.

· The memory can receive and hold a maximum of 250 communications and approximately 2,533 A4 size Muratec standard documents (standard 32MB memory) (approx. 5,263 documents when the optional 64MB expansion memory is used), but it varies depending on the amount of memory used.

· When the memory overflows during out-of-paper reception, the fax reception will be canceled and an error message is displayed. When you solve the problem, the part of the received document stored in memory will be printed. Contact the other party and ask them to transmit again.

· When the power shuts off during out-of-paper reception, the contents stored in memory will be preserved for approximately 34 hours (standard 32MB memory). However, the power must be on for 48 hours in advance. For the optional 64MB expansion memory, this time is approximately 17 hours.

■ Checking the out-of-paper reception copy print queue

The out-of-paper reception document print queue status can be checked.

1 Press **SETTING**.

2 Press **[Management]**.

```
Settings
Select item to edit.
                                    Enter
Speed Dial  Group Name   Paper      Store Doc
                         Settings   Settings
   Copy        Fax       Scanner
Functions   Functions    Settings   Management
   User
  Install    Counter
```

3 (1) Press **[◄] [►]**.
(2) Press **[Jobs Waiting to Print]**.

```
Management
Select item to edit.
            ◄   3/3   ►        Enter
Jobs Waiting to Print
Print Mask              mm
PIN Mode              F
```
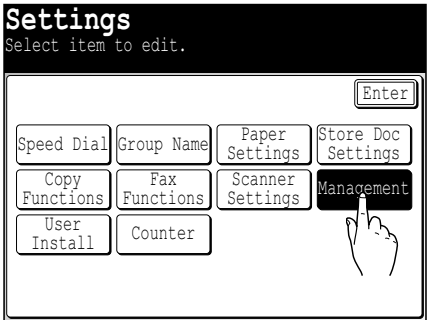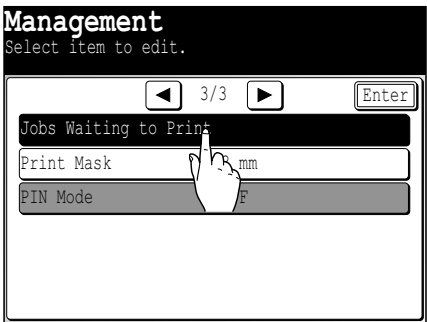
4 Press **[FaxReceive Document]**.

```
Jobs Waiting to Print
Select item to edit.
                              Enter
FaxReceive  Reserved
Document     Copy

   The number of print jobs in queue
   can be checked.
```

Note

· Press **RESET** to return to the standby screen.
· The waiting print job in out-of-paper reception will be automatically printed when the printing is available.
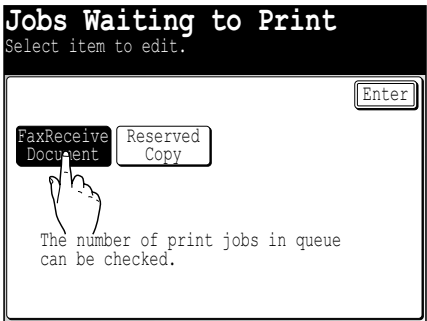
5 This displays the intercepted reception print queue status.

```
Jobs Waiting to Print

FaxReceive Document        Enter
 010 13:40 Chicago   Office
```
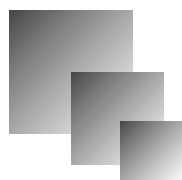
Recording

Effective record area

Printing is not possible on the approximately 0.12 inch around the edge of the paper. For this reason, the received contents are reduced in size or cut off during printing. The printable area is called the effective record area.

Reference ○

The blank margin around the paper can be changed. (see page 4-37)
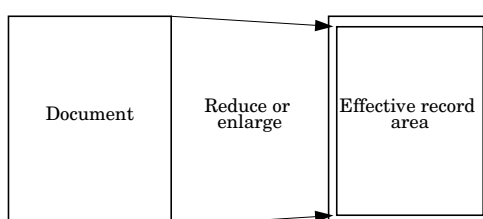
Reduction margin

The reduction margin is the value that determines whether to cut off an edge or reduce the contents to fit on one sheet when the received document will not fit in the effective record area. When a document that is longer than the loaded paper is received, only the blank margin might be printed on the next page, which can be prevented by setting the "reduction margin". When the document length exceeds the effective record area but is within the reduction margin, reduction or cut off is performed to fit the contents onto one sheet, but when the document is longer than the reduction margin, the page is divided onto other sheets.

Reference ○

The reduction margin has the range of 0.0 to 3.3 inches, so set it to match the margin length of the most frequently received documents. For details of the reduction margin setting, refer to "Other settings list" on page 3-196.

(1) When a reduction margin is set

If the length exceeds the effective record area but is within the reduction margin, the contents are reduced or cut off to fit onto one sheet.
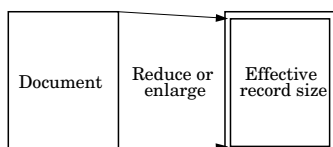
(2) When a reduction margin is not set (when Reduction Margin = 0)

If the length exceeds the effective record area even by a little, the contents are printed on 2 sheets.

Page division

When the portion that exceeds the effective record area is larger than the reduction margin, the page is divided and printed on multiple sheets.
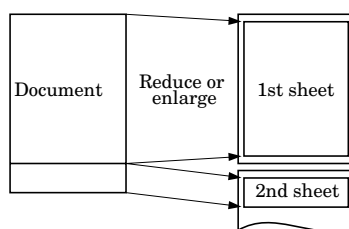
Half-page reception

The machine can be set to print 2 pages on 1 sheet when 2 pages of a document comparable to a Half-letter⌐ are received consecutively.

*When the Reception reduction rate is set to "Auto", the pages of the received document will be automatically reduced to 1/2 the length of the paper (effective record area) to fit onto 1 sheet, so the reduction rate of the pages may vary even when printed on the same sheet.

*When a document that is larger than the Half-letter⌐ size is received, and the size of the portion that exceeds the Half-letter⌐ size is larger than the reduction margin, Half-page reception is not performed.

*For details of the half-page reception setting, refer to "Other settings list" on page 3-196.

*The printing method differs depending on the set reception reduction rate and the size of the received document. For details, refer to "Recording list" on page 3-52.
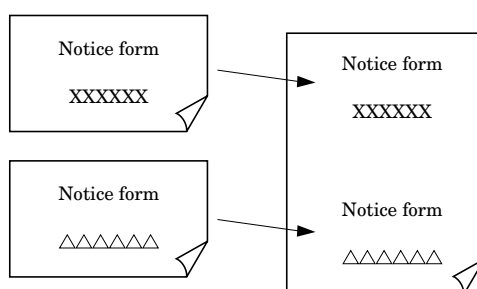
Rotated reception
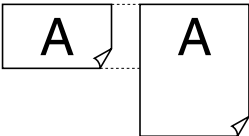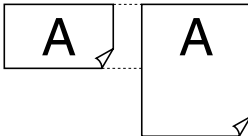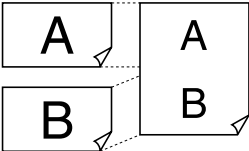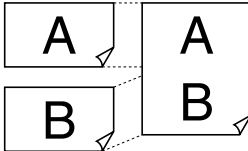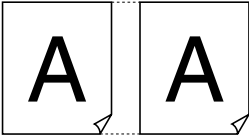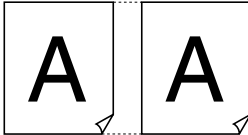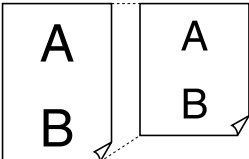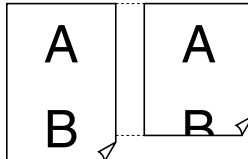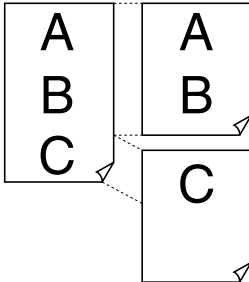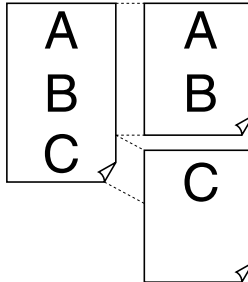
●The width and length of the received document are automatically measured and the most appropriate paper that is loaded is selected.

●If the orientation of the received document and the loaded paper is different, the received document will be automatically rotated.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...
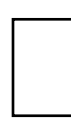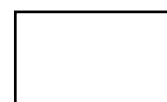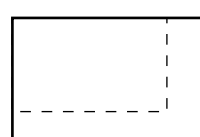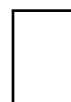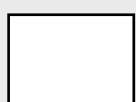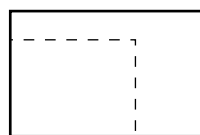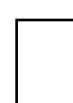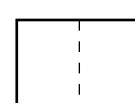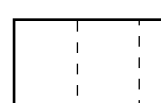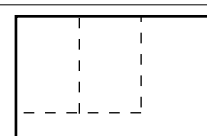
Appendix

Recording list

Reception reduction rate / Received document size		Automatic	Fixed 100%
Small document (Half-letter □)	When there is only 1 page	In original dimensions	In original dimensions
	When there are 2 or more consecutive pages (When Half-page Rx = ON)	Reduced to 1/2 and merged onto 1 sheet	Merged onto 1 sheet keeping each original dimensions
Regular size document (11"×17", Legal, Letter)		In original dimensions *Might be slightly reduced.	In original dimensions
Rectangular document (A little longer than 11"×17", Legal, Letter)	When exceeding the effective record area but within the reduction margin	Reduced to fit onto 1 sheet.	At the original dimensions, the portion that does not fit on 1 sheet will be cut off.
	When exceeding the effective record area and larger than the reduction margin	At the original dimensions, the portion that does not fit on 1 sheet will be printed separately on another sheet.	At the original dimensions, the portion that does not fit on 1 sheet will be printed separately on another sheet.

Paper size priority

Normally, paper of the same size as the transmitted document is automatically selected for received documents. If paper of the same size is not available, the following priority will be used to select the paper. Out-of-paper reception will be performed when all the paper runs out. (see page 3-49)

Document size on transmission side	Paper priority			
11"×17"	11"×17"	Letter	Legal	Half-letter
Legal	Legal	11"×17"	Letter	Half-letter
Letter	Letter	Legal	11"×17"	Half-letter
Half-letter	Half-letter	Letter	Legal	11"×17"

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
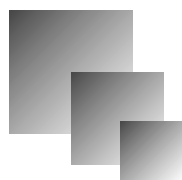
Making Phone Call

How to make a phone call

Operating tips

● The optional handset is required. (see page 1-13)

Note

When using **[Monitor]**, press **FAX** to switch to the fax standby screen.

1 Pick up the handset. Or press **[Monitor]**.
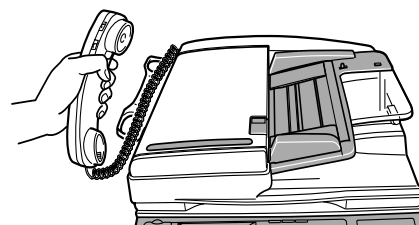
2 Specify the location.
A. Numeric keypad
Press the numeric keypad or handset dial keys to enter the other party's number.

Note

One-touch keys 01 to 48 correspond to speed-dial 001 to 048.

B. One-Touch key
Press the one-touch key if the receiving party is set in a one-touch key.
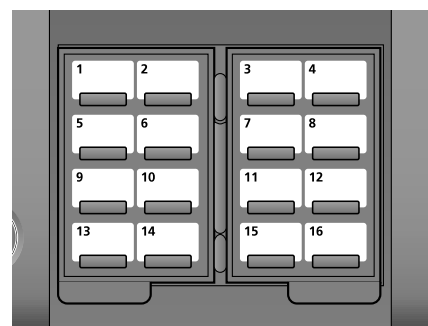
C. Speed-Dial
(1) Press **[Speed Dial]**.
(2) Use the numeric keypad or **[▲]**
[▼] to enter the speed-dial number.
(3) Press **[Enter]**.

Tel

Volume Set | Index | ◄ 1/100 ►
Speed Dial | Cancel | Enter
Input range:001-500
001:Atlanta Office

001 | ▲ | ▼

This will dial the speed-dial number
that was registered before-hand.

List
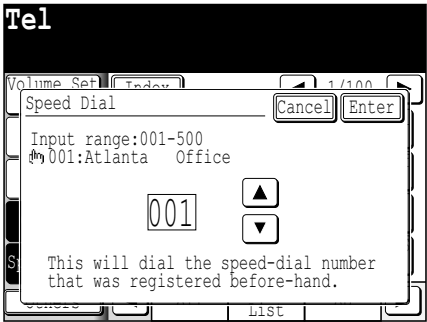
D. Address Book
Specify the destination from the Address Book.

Tel
1111-1111_

Volume Set Middle | Index | ◄ 1/2 ►
Tone | Atlanta Office | New York Office | Los Angels Office
Redial | Chicago Office | Houston Office | Seattle Office
Monitor | London Office | Paris Office | Hong Kong Office
Speed Dial | Tokyo Office | Domestic Sales Dep | Overseas Sales Dep
Others | ◄ All | Numeric List | AB ►
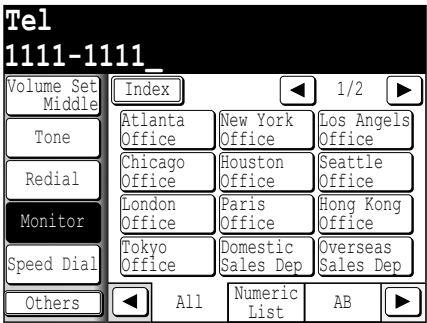
Note ◯

When **[Monitor]** is
pressed, you can pick up
the handset to talk.

3 Talk to the other party when the connection is made.

Getting Started
COPY Chapter1
COPY Chapter2
COPY Chapter3
FAX Chapter1
FAX Chapter2
FAX Chapter3
FAX Chapter4
Common Settings
In This Case...
Appendix

How to receive a phone call

1 Pick up the handset when the machine rings.

2 Answer the phone.
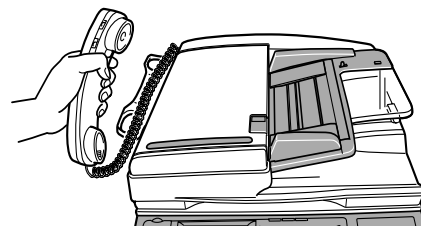
Adjusting volume

The small switches on the side of your machine's handset adjust the ringer volume and the receiver volume.

Ringer Volume Control .... Adjust the ringer volume to one of three settings: High, Medium, or Low.
Receiver Volume Control .... If it is hard to hear the remote person's voice, adjust the receiver volume to one of three settings: High, Medium, or Low.

Receiver Volume   Ringer Volume

FAX Chapter2

Advanced Fax Features

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

FAX

Transmitting Fax to Multiple Recipients (Broadcast)

This function enables you to send the same fax to many locations in one operation, thereby eliminating the need to scan and send the fax for each location.

Operating tips

●Up to 530 locations can be specified through a combination of speed-dials, groups and numeric keypad input.
●Up to 30 locations can be specified using numeric keypad input.

Interrupt communications

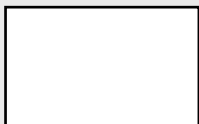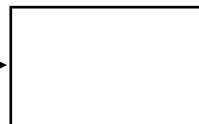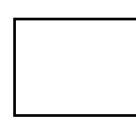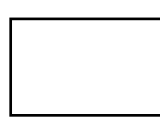Broadcast communications can be interrupted while in progress and a separate communication performed. Performing a real time transmission (see page 3-5) or polling (see page 3-96) while a broadcast communication is in progress will interrupt the broadcast communication and run the transmission or polling prior to it. It is helpful when you need to send a fax or perform polling urgently. Polling will only take priority when performed for one destination.

Performing broadcast transmissions

Reference ◯

How to load document (see page 1-42)

1 Load the document.

2 Press **FAX**.

3 Press **[Broadcast]**.

```
Fax Ready                    Fax Ready Mode
        Sep 24 2004 01:30pm      Memory   100%
Resolution  [ Index ]          ◄   1/2  ►
    Normal
Contrast    Atlanta    New York   Los Angels
    Normal  Office     Office     Office
Broadcast   Chicago    Houston    Seattle
       OFF  Office     Office     Office
  M         London     Paris      Hong Kong
            Office     Office     Office
Tx R   /    Tokyo      Domestic   Overseas
       OFF  Office     Sales Dep  Sales Dep
  Others   ◄   All   Numeric   AB   ►
                      List
```

Note

Press **[Enter]** after specifying the location using the numeric keypad.

Reference

Methods for specifying the location are as follows:
· Specify using the numeric keypad (see page 3-8)
· Specify using the one-touch keys (see page 3-10)
· Specify using speed-dial (see page 3-10)
· Specify using the Address Book (see page 3-12)

Note

· Press **[Location]** to review the selected location. For details, refer to "Reviewing and deleting selected locations" next page.
· If you specified the receiving party using the speed-dials, and the receiving party corresponding to the number input is already specified in the broadcast, "Already stored" will be displayed.

Note

· Press **RESET** to stop the transmission.
· Press **STOP** to stop the scanning.

Reference

After a document has been scanned, it can be deleted or checked using **FAX CANCEL/JOB CONFIRM**. (see page 3-28)

4 Input the fax number of the location.

Example:
When the numeric keypad is used to input the number

```
Fax Ready                  Fax Ready Mode

Resolution  Index                    1/2
  Fax No.                    Cancel  Enter
C
  1234567890_
B
    ◄       ►      Clear      -

  Pause    Tone    PreFix    Edit
T
                          List
```
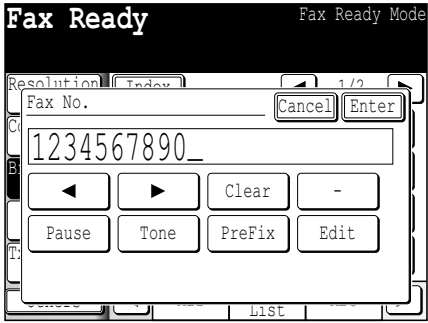
Example:
Select multiple destinations (receiving parties) when specifying receiving parties using the Address Book.

```
Fax Ready                  Fax Ready Mode
Press [Location] to check/delete a location
     Sep 24 2004 01:30pm    Memory   100%
Resolution   Index  Location  ◄  1/2  ►
  Normal     Atlanta  New York  Los Angels
Contrast     Office   Office    Office
  Normal     Chicago  Houston   Seattle
Broadcast    Office   Office    Office
      ON     London   Paris     Hong Kong
  Monitor    Office   Office    Office
Tx Report    Tokyo    Domestic  Overseas
     OFF     Office   Sales Dep Sales Dep
  Others   ◄   All   Numeric    AB    ►
                      List
```

5 Repeat step 4, and input the remaining receiving parties.

6 Press **START**.

Reviewing and deleting selected locations

1 Press **[Location]**.

Fax Ready   Fax Ready Mode
Press [Location] to check/delete a location
      Sep 24 2004 01:30pm   Memory   100%

Resolution Normal	Index	Location	◄	1/2	►
Contrast Normal	Atlanta Office	York e	Los Angels Office
Broadcast ON	Chicago Office	on Office	Seattle Office
Monitor	London Office	Paris Office	Hong Kong Office
Tx Report OFF	Tokyo Office	Domestic Sales Dep	Overseas Sales Dep
Others	◄ All	Numeric List	AB	►

2 The selected locations are displayed.

Location

Enter

1234567890

001:Atlanta   Office

005:Houston   Office

006:Seattle   Office
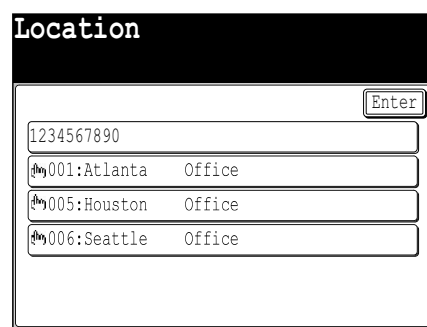
3 Follow the steps below to delete the selected locations.
(1) Select the location you want to delete.
(2) Press **[Yes]** to delete the selected location.
(3) Back to the screen at step 2, repeat step 1 to 2 until you finish deleting all the unnecessary locations.

Location

001:Atlanta   Office
OK to delete?

Yes   No

In this case

Using the Address Book to delete receiving parties....

For speed-dials, you can delete broadcast destinations by just pressing the corresponding receiving parties in the Address Book list.

Fax Ready   Fax Ready Mode
Press [Location] to check/delete a location
   Sep 24 2004 01:30pm   Memory   100%

Resolution Normal	Index	Location	◄	1/2	►
Contrast Normal	Atlanta Office	New York Office	Los Angels Office
Broadcast ON	Chicago Off	Houston Office	Seattle Office
Monitor	London Offi	Paris Office	Hong Kong Office
Tx Report OFF	Tokyo Office	Domestic Sales Dep	Overseas Sales Dep
Others	◄ All	Numeric List	AB	►

Fax Ready   Fax Ready Mode
Press [Location] to check/delete a location
   Sep 24 2004 01:30pm   Memory   100%

Resolution Normal	Index	Location	◄	1/2	►
Contrast Normal	Atlanta Office	New York Office	Los Angels Office
Broadcast ON	Chicago Office	Houston Office	Seattle Office
Monitor	London Office	Paris Office	Hong Kong Office
Tx Report OFF	Tokyo Office	Domestic Sales Dep	Overseas Sales Dep
Others	◄ All	Numeric List	AB	►

Using groups (Group transmission)

By registering multiple locations into groups, you only need to load the document once to send the same fax to all location in the group selected.

Operating tips

To use this function, you will need to register the applicable group numbers when you entered the speed-dials beforehand. (see page 3-162)
You can also register a name for each group. (see page 3-188)

Reference ○

How to load document
(see page 1-42)

1 Load the document.

2 (1) Press **FAX**.
(2) Press **[Others]**.

3 Press **[Group Tx]**.

Note ○

· Press a group and it will be highlighted. Press it again to remove the highlighting and release the selection.
· Press **RESET** to cancel the settings.
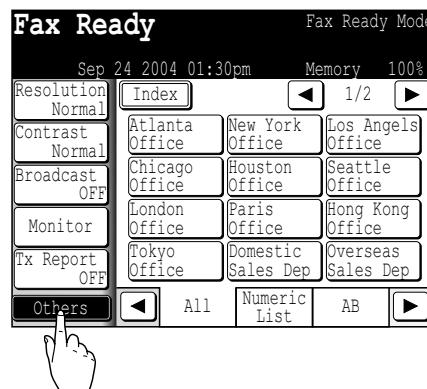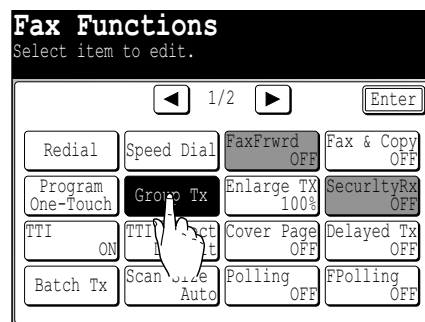
4 (1) Select the group. You can also specify more than one group.
(2) Select **[Enter]**.

Reference ○

After scanning a document, you can delete or check it using **FAX CAN-CEL/JOB CONFIRM**. (see page 3-28)

5 Press **[Enter]** to return to the standby screen. Press **START**.
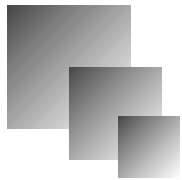
Specifying Transmission Time
(Delayed Transmission)

This function enables you to set the time and date for transmission. It will help you to save money if you send faxes early in the morning, late at night or any other time when phone charges are lower.

Operating tips

● You can specify a time and date up to a month ahead. The document for delayed transmission is stored in the memory until the specified time, at which point the transmission will start.

● If real time transmission is specified, the document will remain loaded until the specified time, so you will not be able to send any other faxes.

● This can also be specified in combination with other functions (broadcasts, polling, F-code transmissions, F-code polling, fax & copy).

1 Load the document.

2 Press **FAX**.

3 Press **[Others]**.

```
Fax Ready                    Fax Ready Mode
Press [Location] to check/delete a location
        Sep 24 2004 01:30pm    Memory    100%
Resolution   Index  Location  ◄   1/2   ►
    Normal
Contrast     Atlanta  New York  Los Angels
    Normal   Office   Office    Office
Broadcast    Chicago  Houston   Seattle
       OFF   Office   Office    Office
             London   Paris     Hong Kong
  Monitor    Office   Office    Office
Tx Report    Tokyo    Domestic  Overseas
       OFF   Office   Sales Dep Sales Dep
   Others  ◄   All    Numeric   AB   ►
                              List
```

4 Press **[Delayed Tx]**.

```
Fax Functions
Select item to edit.

              ◄  1/2  ►          Enter

 Redial    Speed Dial  FaxFrwrd   Fax & Copy
                            OFF         OFF
 Program   Group Tx    Enlarge TX  Securlty Rx
One-Touch                    100%        OFF
TTI        TTI Select  Cover Page  Delayed Tx
      ON      Default        OFF         OFF
Batch Tx   Scan Size   Polling    FPolling
              Auto          OFF         OFF
```

Note

Use **[▲] [▼]** or the numeric keypad to enter the sending time.

5 (1) Input the sending date and time. Times must be entered using the 24-hour format.
(2) Press **[Enter]** twice.

Fax Functions
Use the arrows or numeric keypad to adjust the time setting and select [Enter].

Drlayed Tx   Cancel Enter

29,13:30 ◄ ►
(Day,Hour:Minute)

Note

· When specifying multiple destinations, first press **[Broadcast]**.
· Press **RESET** to cancel the settings.

Reference

Methods for specifying the location are as follows:
· Specify using the numeric keypad (see page 3-8)
· Specify using the one-touch keys (see page 3-10)
· Specify using speed-dial (see page 3-10)
· Specify using the Address Book (see page 3-12)

6 Specify the receiving party.

Fax Ready   Fax Ready Mode
Press [Location] to check/delete a location
       Sep 24 2004 01:30pm   Memory   100%
Resolution   Index   Location   ◄   1/2   ►
   Normal
Contrast   Atlanta   New York   Los Angels
   Normal   Office   Office   Office
Broadcast Chicago   Houston   Seattle
      ON   Office   Office   Office
Monitor   London   Paris   Hong Kong
           Office   Office   Office
Tx Report Tokyo   Domestic   Overseas
      OFF Office   Sales Dep Sales Dep
Others   ◄   All   Numeric   AB   ►
                    List

Note

To change the sending time after it has been set, you need to delete the scheduled transmission and reset it from the beginning.

Reference

After scanning a document, you can delete or check it using **FAX CANCEL/JOB CONFIRM**. (see page 3-28)

7 Press **START** to start scanning the document.
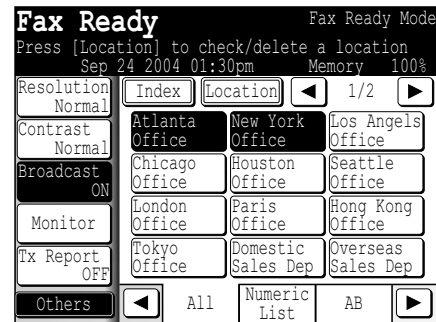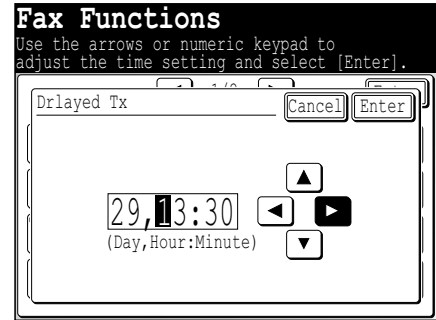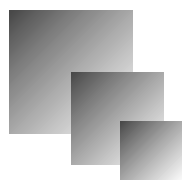
Bundling Faxes & Sending to the Same Location (Batch Transmission)

- ●You can prepare the batch transmission boxes with setting a specified sending date and time for the exclusive location you often send faxes to, which enables you to batch and send the several documents.
- ●Stored faxes can be sent every day at a set time or on the same date each month.
- ●For batch transmission, you need to create batch transmission boxes in advance. Batch transmission boxes can be created up to 5.

Registering batch transmission boxes

1 Press **SETTING**.

2 Press **[Fax Functions]**.

```
Settings
Select item to edit.
                                    Enter
Speed Dial  Group Name   Paper      Store Doc
                         Settings   Settings
Copy         Fax         Scanner
Functions   Functions    Settings   Management
User        Co     r
Install
```

3 Press **[Batch Tx Box]**.

```
FaxFunctions
Select item to edit.
                                    Enter
Default     Program      Fax
Settings    One-Touch    Forward    Cover Page
Batch Tx    F-Code Box   Other
Box                      Settings
```

4 Press **[Enter/Edit]**.

```
Batch Tx Box
Select item to edit.
                                    Enter
Enter/Edit   Delete
```

5 Select the batch transmission box you want to register.

```
Enter/Edit
Select the box to number enter/edit.
                                          Enter
1:
2:
3:
4:
5:
```

Note

Only one location can be set for each box.

Reference

· Press **[Location]** to review or delete a location that has been entered. (see page 3-60)
· Methods for specifying the location are as follows:
· Specify using the numeric keypad (see page 3-8)
· Specify using the one-touch keys (see page 3-10)
· Specify using speed-dial (see page 3-10)
· Specify using the Address Book (see page 3-12)

6 (1) Enter the location using the numeric keypad, the one-touch key, the speed-dial or the address book.
(2) Press **[Enter]**.

```
Batch Tx                      Cancel  Enter
Use the keypad or a speed-dial
to enter the location then select [Enter].
Speed Dial   Index          ◄   1/2   ►
Dialing    Atlanta   New York   Los Angels
Options    Office    Office     Office
           Chicago   Houston    Seat
           Office    Office     Offi
           London    Paris      Hong  g
           Office    Office     Office
           Tokyo     Domestic   Overseas
           Office    Sales Dep  Sales Dep
           ◄    All   Numeric    AB    ►
                      List
```

7 (1) Press **[Tx Time]**.

```
1: 003:Los AngelsOffice
Select item to edit.
Select [Enter] to continue.
                                   Enter
Fax No. : 003:Los AngelsOffice
Tx Time :01,00:00
Box Name:
```

Note

· Use **[▲] [▼]** or the numeric keypad to enter the sending time.
· Add "0" in front of one-digit numbers. (E.g.: 9 → 09)
· Enter "00" for the date to send the stored faxes at the same time every day.

(2) Input the sending date and time. Times must be entered using the 24-hour format.
(3) Press **[Enter]**.

```
1: 003:Los AngelsOffice
Use the numeric keypad or cursor keys
to input the Tx time and select [Enter].
Tx Time              Cancel  Enter
                        ▲
         30,10:00    ◄   ►
         (Day,Hour:Minute)  ▼
  Enter 00 if you do not want to set day
```

8 Enter a name for the batch transmission box.
(1) Press **[Box Name]**.

```
1: 003:Los AngelsOffice
Select item to edit.
Select [Enter] to continue.
                                    Enter
  Fax No. : 003:Los AngelsOffice
  Tx Time :30,10:00
  Box Name:
```

(2) Enter the box name.
(3) After you have entered the name, press **[Enter]**.

```
Box Name          Cancel    Enter
AABBCC_
              ◄  ►  Clear    6/ 24
  1  2  3  4  5  6  7  8  9  0
  Q  W  E  R  T  Y  U  I  O  P
   A  S  D  F  G  H  J  K  L
  _  Z  X  C  V  B  N  M  .  @
   Lower    Symbol    Space
```

9 A list of the entered information is displayed.

```
1:AABBCC
Select item to edit.
Select [Enter] to continue.
                                    Enter
  Fax No. : 003:Los AngelsOffice
  Tx Time :30,10:00
  Box Name:AABBCC
```

10 To continue on and register other batch transmission boxes, press **[Enter]**, then repeat from step 5.

Note
The contents (settings) of batch transmission boxes with any documents stored in memory cannot be changed.

In this case

To change the settings of a batch transmission box you have registered....

Select the box you want to change, and then change the contents by overwriting or deleting the existing information in each step.

Printing the batch transmission box list

1 Press **LIST**.

2 Press **[Other Lists]**.
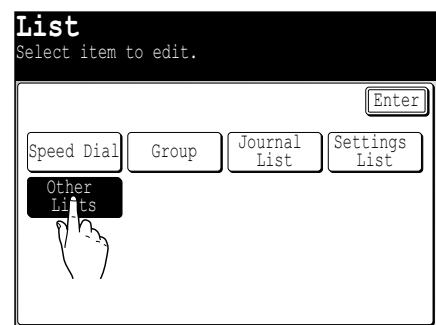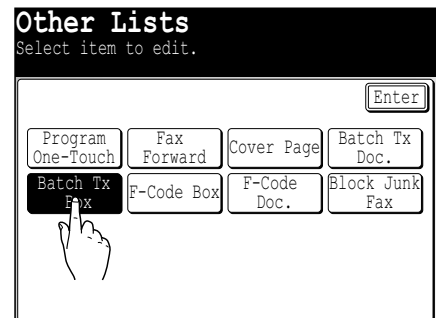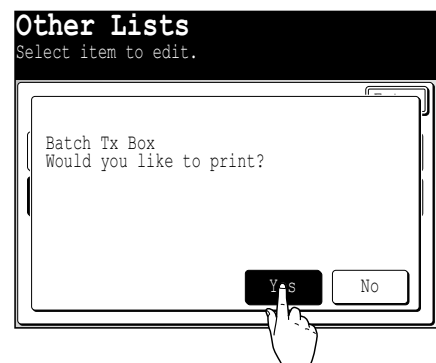
List
Select item to edit.

Enter

Speed Dial   Group   Journal List   Settings List

Other Lists

3 Press **[Batch Tx Box]**.

Other Lists
Select item to edit.

Enter

Program One-Touch   Fax Forward   Cover Page   Batch Tx Doc.

Batch Tx Box   F-Code Box   F-Code Doc.   Block Junk Fax

4 Press **[Yes]**.

Other Lists
Select item to edit.

Batch Tx Box
Would you like to print?

Yes   No

Printout Example

```
Dallas Office        Fax:123-456-4890
General dept.
Account dept.


            ** BatchTx Box List **

                            Sep 26 2004   10:27am

No.    Box Name              Fax No.            Tx Time

 1   AABBCC        004:Tokyo Office           30,10:00

 2   BBCCDD        011:Domestic  Sales Dep    01,13:00

 3   FFGGHH        015:Human Resorse Dep      15,17:00
```

Deleting batch transmission boxes

1 Press **SETTING**.

2 Press **[Fax Functions]**.

Settings
Select item to edit.

Enter

Speed Dial Group Name Paper Settings Store Doc Settings
Copy Functions Fax Functions Scanner Settings Management
User Install Copy

3 Press **[Batch Tx Box]**.

Fax Functions
Select item to edit.

Enter

Default Settings Program One-Touch Fax Forward Cover Page
Batch Tx Box F-Code Box Other Settings

4 Press **[Delete]**.

Batch Tx Box
Select item to edit.

Enter
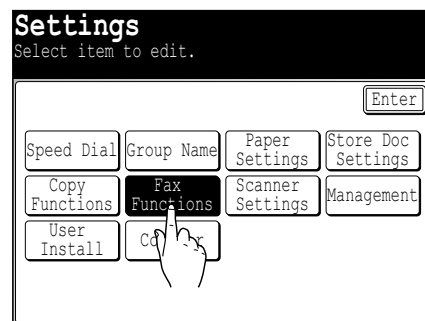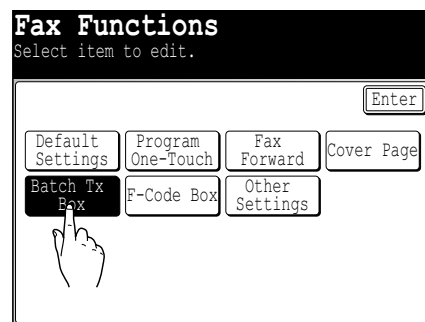
Enter/Edit Delete
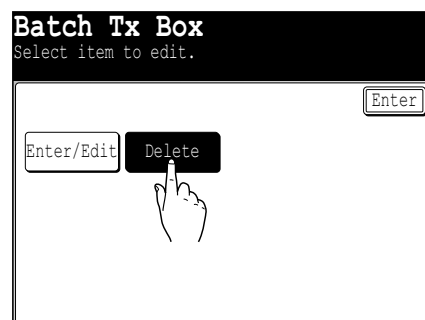
5 Press the batch transmission box you want to delete.
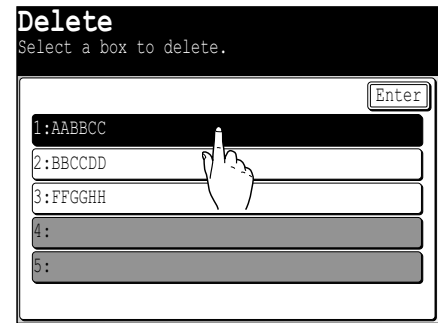
```
Delete
Select a box to delete.

                                    Enter
1:AABBCC
2:BBCCDD
3:FFGGHH
4:
5:
```

Note ○

· Batch transmission boxes in which any documents are stored cannot be deleted.
· Press **[No]** to cancel the deletion.

6 Press **[Yes]** to delete.

```
Delete
Select a box to delete.

    1:AABBCC
    Would you like to delete?

                        Yes      No
```

Note ○

Press **RESET** to return to the standby screen.

7 To continue deleting other batch transmission boxes, repeat from step 5.

Sending batch transmissions

Operating tips

●Batch transmission boxes must be set in advance. (see page 3-64)

●There are five batch transmission boxes and up to 40 documents can be stored in each.

●During transmission, a batch number for each document in the specified batch transmission box is displayed. We recommend you should make a record of these batch numbers, which will control the documents and are required for reviewing and deleting documents.

1 Load the document.

2 Press **FAX**.

3 Press **[Others]**.

```
Fax Ready              Fax Ready Mode
    Sep 24 2004 01:30pm      Memory    100%
Resolution   Index            ◄   1/2   ►
    Normal
Contrast    Atlanta   New York  Los Angels
    Normal  Office    Office    Office
Broadcast   Chicago   Houston   Seattle
    OFF     Office    Office    Office
            London    Paris     Hong Kong
Monitor     Office    Office    Office
Tx Report   Tokyo     Domestic  Overseas
    OFF     Office    Sales Dep Sales Dep
                          Numeric
Others   ◄    All      List    AB    ►
```

4 Press **[Batch Tx]**.

```
Fax Functions
Select item to edit.

            ◄   1/2   ►            Enter

  Redial    Speed Dial  FaxFrwrd  Fax & Copy
                            OFF         OFF
  Program   Group Tx    Enlarge TX SecurltyRx
  One-Touch                100%        OFF
  TTI       TTI Select  Cover Page Delayed Tx
      ON    Default         OFF         OFF
  Batch Tx  Scan Size   Polling    FPolling
            Auto            OFF         OFF
```

5 Select the batch transmission box.

```
Batch Tx
Select the box that will store the
document(s) and select [Enter].
                            Enter

1:AABBCC

2:BBCCDD

3:FFGGHH

4:

5:
```

6 Press **[Yes]**.
The documents will be scanned, and transmitted at a specified time.
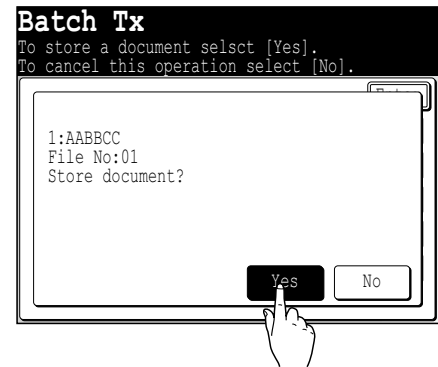
```
Batch Tx
To store a document selsct [Yes].
To cancel this operation select [No].

  1:AABBCC
  File No:01
  Store document?

                    Yes      No
```

Printing and deleting documents stored in the memory of batch transmission boxes

1 Press **SETTING**.

2 Press **[Store Doc Settings]**.

```
Settings
Select item to edit.
                              Enter
Speed Dial  Group Name  Paper      Store Doc
                        Settings   Settings
Copy        Fax         Scanner    Manag ent
Functions   Functions   Settings
User        Counter
Install
```
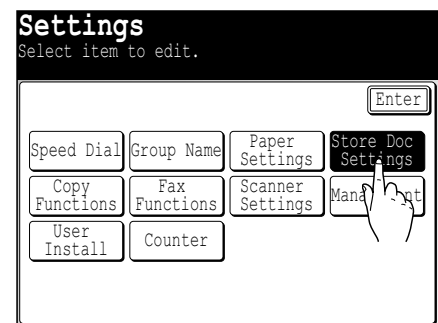
■ To print out documents

3 Press **[Print]**.
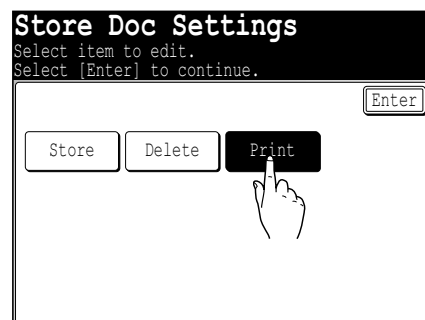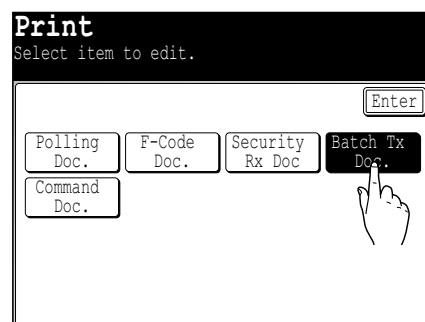
```
Store Doc Settings
Select item to edit.
Select [Enter] to continue.
                                    Enter

    Store      Delete      Print
```

4 Press **[Batch Tx Doc.]**.

```
Print
Select item to edit.
                                    Enter
  Polling    F-Code   Security   Batch Tx
   Doc.       Doc.     Rx Doc      Doc.
  Command
   Doc.
```

Note

Batch transmission boxes in which no documents are stored cannot be selected.

5 Select the batch transmission box in which the documents you want to print out are stored.

```
Batch Tx Doc.

                                    Enter
1:AABBCC
2:BBCCDD
3:FFGGHH
4:
5:
```

6 (1) Select the batch number you want to print out.

```
Batch Tx Doc.
Select file #
               ◄   1/7   ►      Enter
01:Already stored.
02:Not registered.
03:Not registered.
04:Not registered.
05:Not registered.
06:Not registered.
```
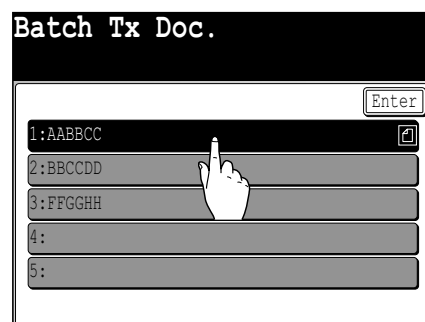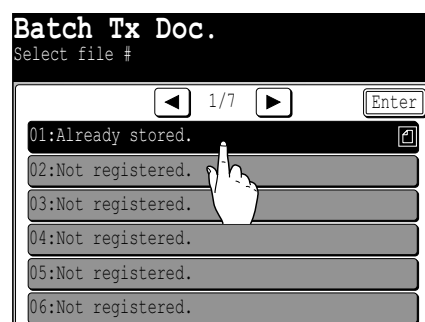
Note

Press **RESET** to return to the standby screen.

(2) Press **[Yes]**.

```
Batch Tx Doc.
Select file #

   01:Already stored.
   Would you like to print?



                          Yes      No
```
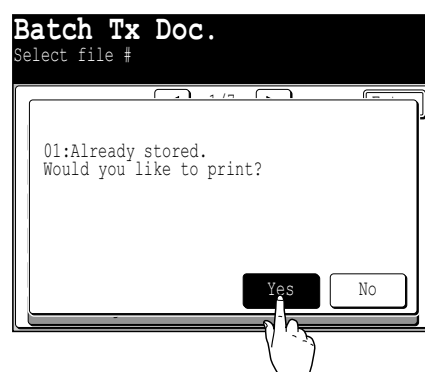
■ To delete documents

3 Press **[Delete]**.

```
Store Doc Settings
Select item to edit.
Select [Enter] to continue.
                                    Enter

    Store     Delete     Print
```

4 Press **[Batch Tx Doc.]**.

```
Delete
Select item to edit.
Select [Enter] to continue.
                                    Enter
  Polling   Bulletin   Batch Tx   Scan Box
   Doc.     Box Doc.     Doc.       Doc.
```

Note

Batch transmission boxes in which no documents are stored cannot be selected.

5 Select the batch transmission box in which the documents you want to delete are stored.

```
Batch Tx Doc.

                                    Enter
1:AABBCC
2:BBCCDD
3:FFGGHH
4:
5:
```

6 (1) Select the batch number you want to delete.

```
Batch Tx Doc.
Select file #

              ◄  1/7  ►        Enter
01:Already stored.
02:Not registered.
03:Not registered.
04:Not registered.
05:Not registered.
06:Not registered.
```

(2) Press **[Yes]**.

```
Batch Tx Doc.
Select file #

              1/7

   01:Already stored.
   Would you like to delete?

                        Yes      No
```

Note

Press **RESET** to return to the standby screen.

Printing out the batch transmission document list

You can check the batch transmission documents list by printing out the File No..

1 Press **LIST**.

2 Press **[Other Lists]**.
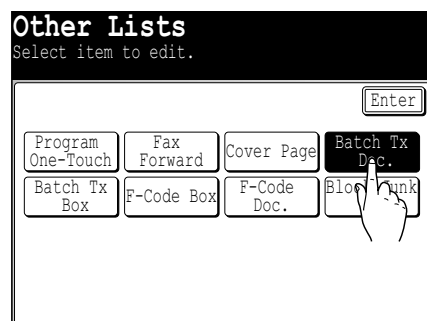
List
Select item to edit.

Enter

Speed Dial | Group | Journal List | Settings List
Other Lists

3 Press **[Batch Tx Doc.]**.

Other Lists
Select item to edit.

Enter

Program One-Touch | Fax Forward | Cover Page | Batch Tx Doc.
Batch Tx Box | F-Code Box | F-Code Doc. | Block Junk

4 Press **[Yes]**.

Other Lists
Select item to edit.

Batch Tx Doc.
Would you like to print?

Yes   No

Printout Example

```
Dallas Office          Fax:123-456-4890
General dept.
Account dept.


         ** BatchTx Box Doc. **

                        Sep 26 2004   10:46am
```

No.	Box Name	Receipt#
1	AABBCC	1
2	BBCCDD	1, 2, 3
3	FFGGHH	1
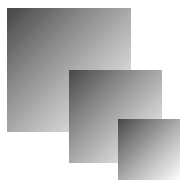
Sending Cover Page with Documents

A cover page containing a simple message can be automatically attached to the sending documents.

Entering messages

Up to 120 characters can be entered for each message.

1 Press **SETTING**.

2 Press **[Fax Functions]**.

```
Settings
Select item to edit.
                                    Enter
Speed Dial  Group Name   Paper     Store Doc
                         Settings  Settings
Copy        Fax          Scanner   Management
Functions   Functions    Settings
User        Co
Install
```

3 Press **[Cover Page]**.

```
Fax Functions
Select item to edit.
                                    Enter
Default     Program     Fax        Cover Page
Settings    One-Touch   Forward
Batch Tx    F-Code Box  Other
Box                     Settings
```

Note

· For details of the character entry, refer to page 1-44.
· Press **RESET** to return to the standby screen.

4 (1)Enter the text.
(2)After you have entered the text, press **[Enter]**.

```
Cover Page          Cancel    Enter
We appreciate_
                ◄   ►   Clear    13/120
1  2  3  4  5  6  7  8  9  0
q  w  e  r  t  y  u  i  o  p
a  s  d  f  g  h  j  k  l
-  z  x  c  v  b  n  m  .  @
   Upper    Symbol    Space
```
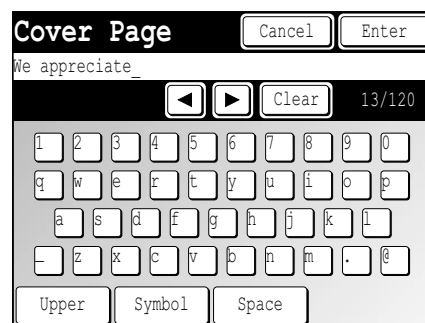
Printing the cover page

1 Press **LIST**.

2 Press **[Other Lists]**.
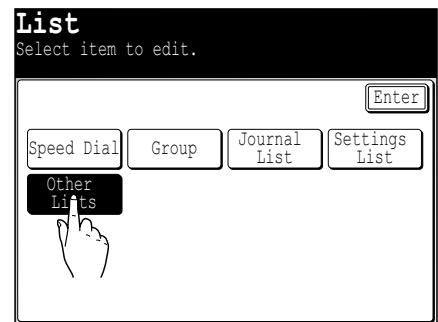
List
Select item to edit.

Enter

Speed Dial Group Journal List Settings List
Other Lists

3 Press **[Cover Page]**.
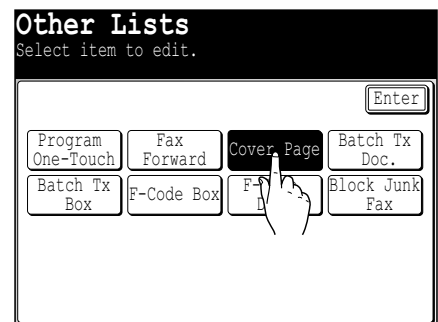
Other Lists
Select item to edit.

Enter

Program One-Touch Fax Forward Cover Page Batch Tx Doc.
Batch Tx Box F-Code Box F- Block Junk Fax

4 Press **[Yes]**.

Other Lists
Select item to edit.

Cover Page
Would you like to print?

Yes No

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Printout Example


```
          Fax Message From:

             Sep 26 2004 01:37pm


        Name     :   Dallas Office
        Fax Number:   123-456-7890


  [We appreciate your business. Thank you! ]
  [Please feel free to contact us.         ]
  [                                         ]
```
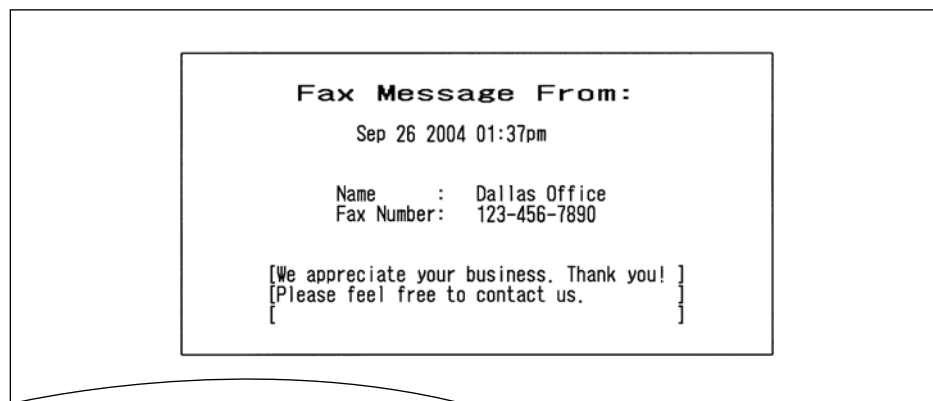
Cover page settings

Default: OFF

Perform the cover page settings before transmission. You can attach the cover page to one communication selected ON.

1
(1) Press **FAX**.
(2) Press **[Others]**.

```
Fax Ready                    Fax Ready Mode
      Sep 24 2004 01:30pm    Memory    100%
Resolution   Index           ◄   1/2   ►
   Normal
Contrast     Atlanta  New York  Los Angels
   Normal    Office   Office    Office
Broadcast    Chicago  Houston   Seattle
      OFF    Office   Office    Office
             London   Paris     Hong Kong
Monitor      Office   Office    Office
Tx Report    Tokyo    Domestic  Overseas
      OFF    Office   Sales Dep Sales Dep
Others     ◄   All    Numeric   AB    ►
                      List
```

2 Press **[Cover Page]**.

```
Fax Functions
Select item to edit.
                ◄   1/2   ►          Enter
Redial    Speed Dial  FaxFrwrd.  Fax & Copy
                           OFF         OFF
Program   Group Tx    Enlarge TX SecurltyRx
One-Touch                  100%        OFF
TTI       TTI Select  Cover Page Delayed Tx
      ON  Default          OFF         OFF
Batch Tx  Scan Size   Pol        FPolling
          Auto                       OFF
```

3
(1) Select **[ON]** to send a cover page, **[OFF]** not to send it.
(2) After selecting, press **[Enter]**.
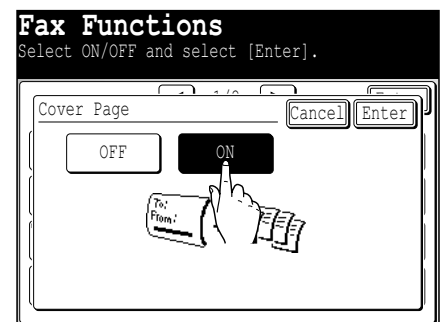
```
Fax Functions
Select ON/OFF and select [Enter].

Cover Page           Cancel  Enter

    OFF        ON

      To:
      From:
```

Note

Press **RESET** to cancel the settings.

4 The cover page is now set. Press **[Enter]** to return to the standby screen.
If you select **[ON]**, a cover page will be sent prior to the first page of the document. Load the documents and send the fax.
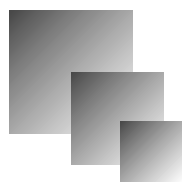
Forwarding Received Documents

Documents (faxes) received during a set timeframe can be forwarded to a specified destination. This is useful, for example, if you want to check faxes received in the office at home during non-office hours. Up to 10 forwarding conditions can be entered.

Faxes received

Faxes forwarded from 16:45 on Friday through 7:00 on Monday

Office

Home

Closed on Saturday and Sunday
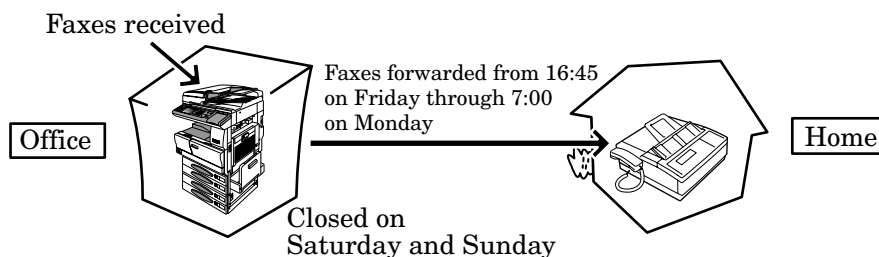
Operating tips

Faxes cannot be forwarded when the reception mode is set to "Tel ready mode". Make sure that you are using a reception mode other than "Tel ready mode".

Entering forwarding conditions

Operating tips

Enter the following contents.
· Individual..........Set this to ON to enable fax forwarding for each individual forwarding destination. If the overall fax forwarding setting is set to ON, forwarding will start when the setting time comes.
· Specified time....Forwarding starts when the setting time comes. If no time is entered, faxes will be forwarded regardless of what time it is.
· Auto Print..........If selected ON in Auto Print, the received document is printed out simultaneously at the forwarding machine and at the forwarded machine.

1 Press **SETTING**.

2 Press [**Fax Functions**].

Settings
Select item to edit.

Enter

Speed Dial Group Name Paper Settings Store Doc Settings
Copy Functions Fax Functions Scanner Settings Management
User Install Co

3 Press **[Fax Forward]**.

```
Fax Functions
Select item to edit.

                                    Enter
   Default    Program    Fax
   Settings   One-Touch  Forward  Cover Page
   Batch Tx   F-Code Box  O
     Box                  Set
```

4 Press **[Enter/Edit]**.

```
Fax Forward
Select item to edit.

                                    Enter
   Setting    Enter/Edit   Delete
        OFF
```
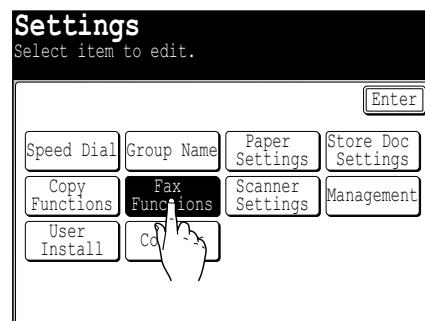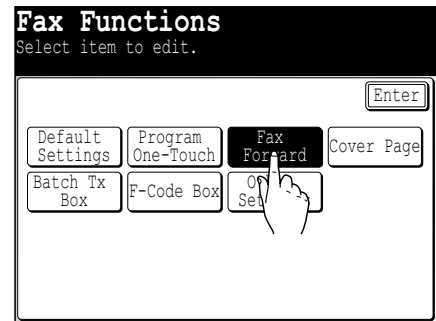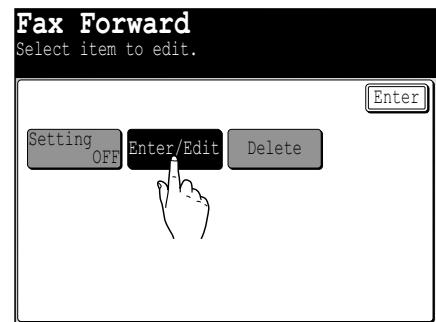
5 Press the number in which to add a forwarding condition.

```
Enter/Edit
Select the forwarding location to enter/edit.

                                    Enter
   01:
```

6 (1) Enter the number of the forwarding destination.
(2) Press **[Enter]**.
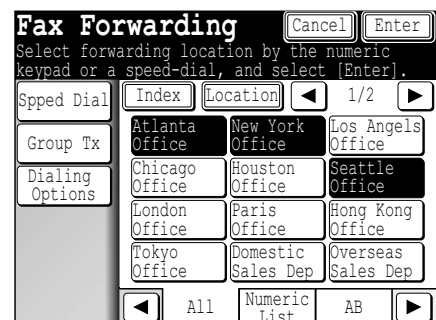
```
Fax Forwarding          Cancel  Enter
Select forwarding location by the numeric
keypad or a speed-dial, and select [Enter].
Spped Dial   Index  Location   ◄  1/2  ►
             Atlanta   New York  Los Angels
Group Tx     Office    Office    Office
             Chicago   Houston   Seattle
Dialing      Office    Office    Office
Options      London    Paris     Hong Kong
             Office    Office    Office
             Tokyo     Domestic  Overseas
             Office    Sales Dep Sales Dep
              ◄   All  Numeric   AB   ►
                        List
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

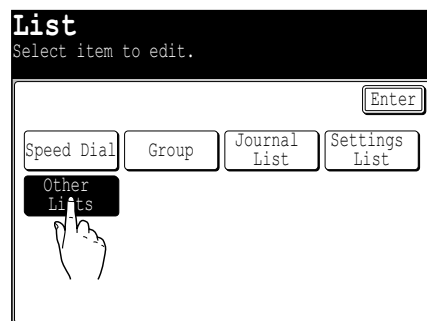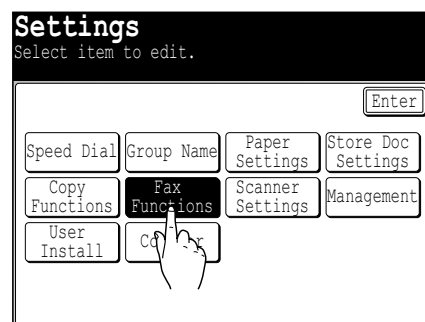Common
Settings

In This
Case...

Appendix

■ Individual settings

7 (1) Press **[Individual]**.

```
01:   001,   002,   006
Select item to edit.
Select [Enter] to continue.
                                    Enter
 Trans.Num :  001,  002,  006
 Individual:ON
 Time      :Everyd
 Auto Print:OFF
```

(2) Press **[ON]** to forward faxes
with these forwarding condi-
tions.

(3) Press **[Enter]**.

```
01:   001,   002,   006
Select ON/OFF and select [Enter].

 Individual          Cancel  Enter

      OFF        ON
```

■ Specified time

Specify the time fax forwarding is to be performed. If no time is entered, faxes will
be always forwarded.

8 (1) Press **[Time]**.

```
01:   001,   002,   006
Select item to edit.
Select [Enter] to continue.
                                    Enter
 Trans.Num :  001,  002,  006
 Individual:ON
 Time      :Everyday
 Auto Print:OFF
```

(2) Use the numeric keypad to
enter the time and date. Use
the 24-hour format to enter
the time. Press **[Week day]** to
input the day of the week.

(3) Press **[Enter]**.

```
01:   001,   002,   006
Enter the forwarding time and
select [Enter].

 Time                Cancel  Enter

  Mon: 8:00  —  Tue:06:00

   ◄      ►    Week day  Everyday
```

■ Auto print

Set Auto print to **[ON]** if you want to print the received document by the forwarder (in this machine).

10 (1) Press **[Auto Print]**.

```
01: 001, 002, 006
Select item to edit.
Select [Enter] to continue.
                                    Enter
Trans.Num : 001, 002, 006
Individual:ON
Time:Mon:18:00 — Tue:06:00
Auto Print:OFF
```
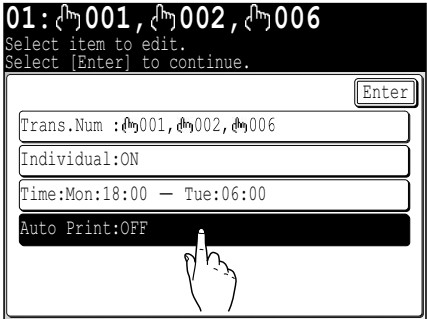
(2) Select **[ON]** if you want to print the received document by this machine in addition to forwarding.

(3) Press **[Enter]**.

```
01: 001, 002, 006
Select ON/OFF and select [Enter].

Auto Print              Cancel  Enter

   OFF          ON
```
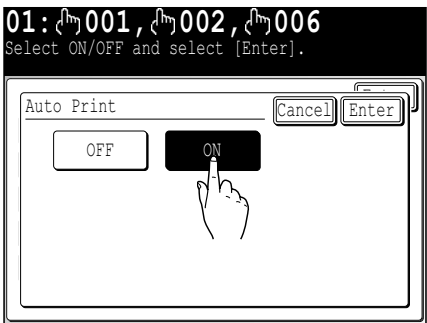
11 After entering all the settings, press **[Enter]**.

```
01: 001, 002, 006
Select item to edit.
Select [Enter] to continue.
                                    Enter
Trans.Num : 001, 002, 006
Individual:ON
Time:Mon:18:00 — Tue:06:00
Auto Print:ON
```
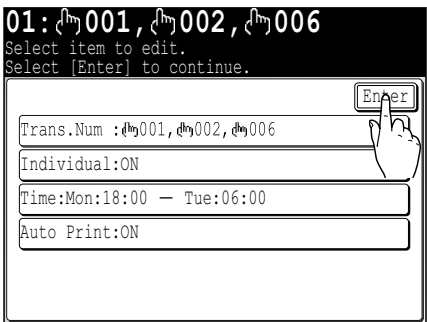
Note

Press **RESET** to return to the standby screen.

12 To continue to enter other forwarding conditions, repeat from step 5.

Deleting forwarding conditions

1 Press **SETTING**.

2 Press **[Fax Functions]**.

3 Press **[Fax Forward]**.

4 Press **[Delete]**.

Fax Forward
Select item to edit.

Enter

Setting
OFF | Enter/Edit | Delete

5 Select the forwarding condition number you want to delete.

Delete
Select the forwarding location to delete.

Enter

01:001,002,006

6 Press **[Yes]** to delete.

Delete
Select the forwarding location to delete.

01:001,002,006
Would you like to delete?

Yes | No

7 To continue to delete other forwarding conditions, repeat from step 5.
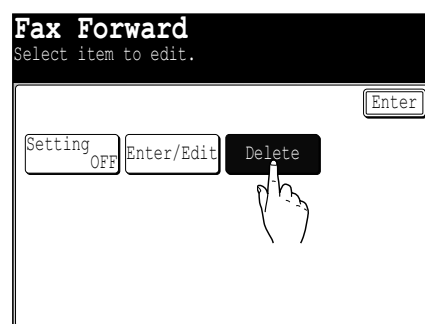
Printing a list of forwarding conditions

1 Press **LIST**.

2 Press **[Other Lists]**.
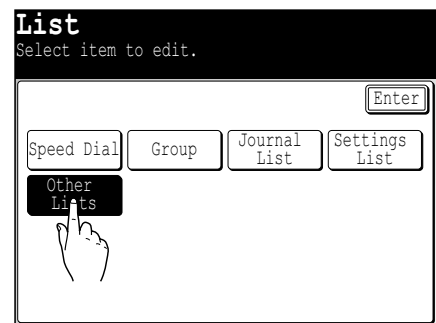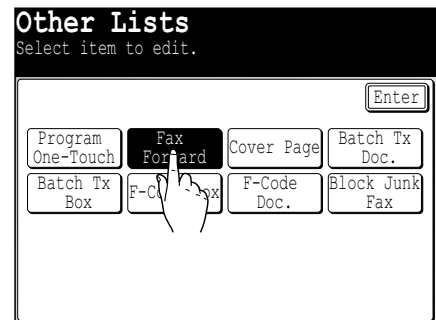
List
Select item to edit.

Enter

Speed Dial | Group | Journal List | Settings List
Other Lists

3 Press **[Fax Forward]**.

Other Lists
Select item to edit.

Enter

Program One-Touch | Fax Forward | Cover Page | Batch Tx Doc.
Batch Tx Box | F-Code Box | F-Code Doc. | Block Junk Fax

4 Press **[Yes]**.

Other Lists
Select item to edit.

Fax Forward
Would you like to print?

Yes | No

Printout Example

```
Dallas Office          Fax:123-456-7890
General dep.
Account dep.

              ** Fax Forward # **

 P.1                              Sep 26 2004 01:42pm
┌────┬─────────────────────┬─────┬─────────────────────┬──────┐
│No. │     Trans.Num       │ FAX │        Time         │ Auto │
│    │                     │ Fwrd│                     │ Print│
├────┼─────────────────────┼─────┼─────────────────────┼──────┤
│ 1  │ ☞001                │ ON  │Mon:18:00 — Tue:06:00│  ON  │
├────┼─────────────────────┼─────┼─────────────────────┼──────┤
│ 2  │ 222-3333-4444,☞003  │ ON  │Wed:09:00 — Wed:17:00│  ON  │
├────┼─────────────────────┼─────┼─────────────────────┼──────┤
│ 3  │ 111-222-3333        │ ON  │Fri:17:00 — Mon:09:00│ OFF  │
└────┴─────────────────────┴─────┴─────────────────────┴──────┘
```

Fax forwarding settings

Default: OFF

Select ON in the fax forwarding setting to enable the individual forwarding conditions to ON. Faxes will be forwarded according to the entered conditions.

1 Press **SETTING**.

2 Press **[Fax Functions]**.

3 Press **[Fax Forward]**.

4 Press **[Setting]**.

```
Fax Forward
Select item to edit.
                                    Enter
   Setting    Enter/Edit   Delete
        OFF
```

5 (1) Select **[ON]** to perform fax forwarding.
(2) Press **[Enter]**.

```
Fax Forward
Select ON/OFF and select [Enter].

   Setting              Cancel  Enter

        OFF        ON
```

Note

Press **RESET** to return to the standby screen.

6 Fax forwarding is now set.

Preventing Received Documents from Being Read by Others (Security Reception)

This enables all documents received after the security reception start time to be stored in memory without being printed out. This function is useful to store all documents received in memory at night, for example, when there is no one in the office. You can then print out received faxes later.

Operating tips

● Set the protect passcode in advance. (see page 4-36)

● When the protect passcode is deactivated, security reception is also deactivated.

● When security reception is set to ON, it will start at the specified time every day.

● If any documents are received during security reception, "Security Rx document exists" is displayed and the Memory Receive lamp illuminates. Once a document is printed out, the machine automatically returns to normal reception.

Security reception settings   Default: OFF

1 Press **SETTING**.

2 Press **[Management]**.

Settings
Select item to edit.
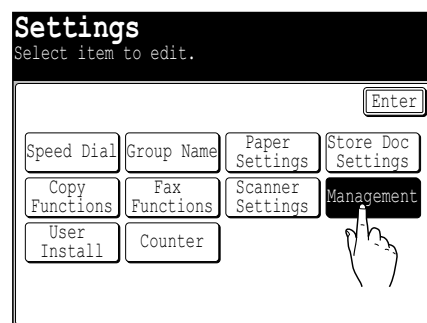
Note

You need to register the protect passcode in advance. (see page 4-36)

3 (1) Press **[◄]** or **[►]**.
(2) Press **[SecurityRx]**.

Management
Select item to edit.

| ◄ 2/3 ► | Enter |

Line Up   :OFF
Protect Passcode   :****
Copy Protect   :OFF
Depart. Management
Cost Management
SecurityRx   :OFF

4 Use the numeric keypad to enter the protect passcode.

Management
Enter the Passcode and select [Enter].

Protect Passcode   Enter

◄   ►   Clear

Note

If **[OFF]** is selected, security reception is released and the system returns to the screen in step 3.
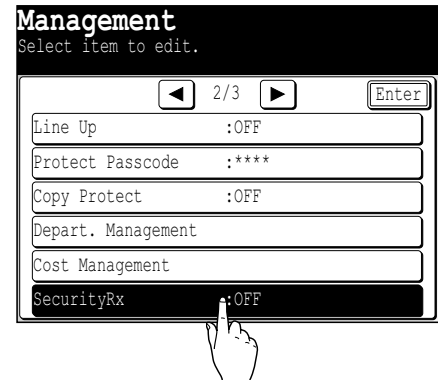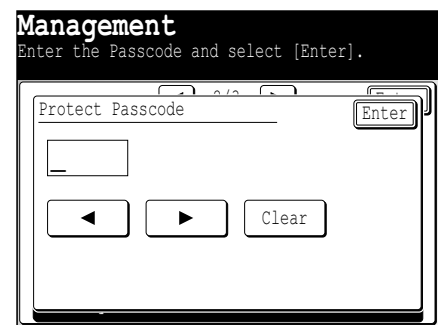
5 (1) Select **[ON]** to start security reception and **[OFF]** to release it.
(2) Press **[Enter]**.

Management
Select ON/OFF and select [Enter].

SecurityRx   Cancel Enter

OFF   ON

Note

Press **RESET** to return to the standby screen.
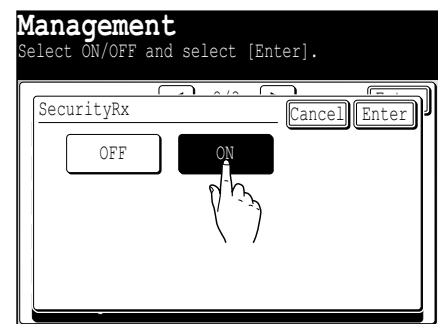
6 If **[ON]** was selected in step 5, enter the start time.
(1) Use the numeric keypad or **[▲] [▼]** and **[◄] [►]** to enter the start time for security reception.
(2) Press **[Enter]**. Security reception is now set.

Management
Enter start time for security Rx
and select [Enter].

Start Time   Cancel Enter

▲
13:30 ◄ ►
(Hour:Minute) ▼

Printing out security reception documents

After printing out documents received during security reception, the machine returns to normal operation.

1 Press **SETTING**.

2 Press **[Store Doc Settings]**.

```
Settings
Select item to edit.
                                        Enter

Speed Dial  Group Name   Paper      Store Doc
                         Settings   Settings
Copy        Fax          Scanner    Manag..nt
Functions   Functions    Settings
User        Counter
Install
```

3 Press **[Print]**.

```
Store Doc Settings
Select item to edit.
Select [Enter] to continue.
                                        Enter

   Store      Delete      Print
```

4 Press **[Security Rx Doc]**.
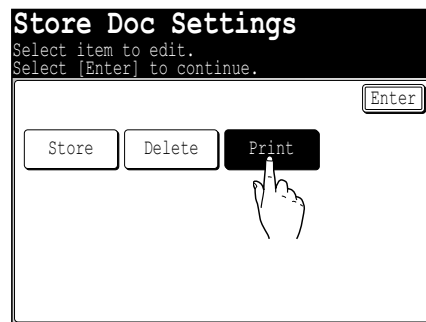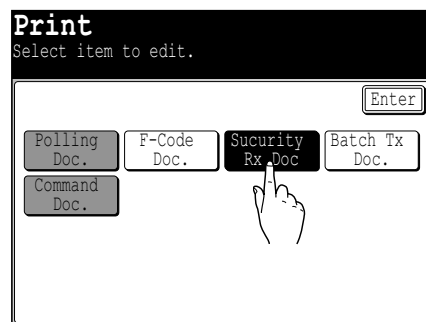
```
Print
Select item to edit.
                                        Enter

Polling    F-Code    Sucurity   Batch Tx
Doc.       Doc.      Rx Doc     Doc.
Command
Doc.
```

5 Use the numeric keypad to enter the protect passcode.

```
Print
Enter the Passcode and select [Enter].

Protect Passcode              Enter



    ◄        ►        Clear
```
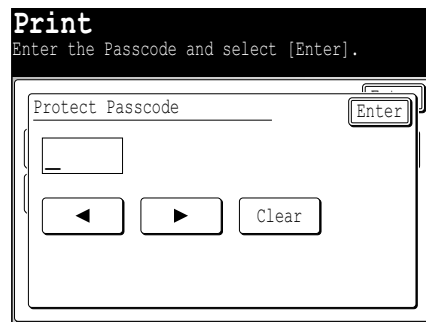
6 Press **[Yes]** to print out documents received during security reception.

Print
Enter the Passcode and select [Enter].

Security Rx Doc
Would you like to print?

Yes   No

7 Received documents will now print out.
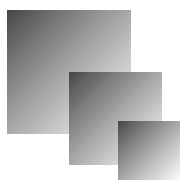
Polling Communications

Polling document storage

> **Polling:**
> This machine can instruct another machine to send a document that is stored in memory. The phone call is charged to receiving party (this machine side).
>
> **Polling document storage:**
> If documents are stored in the memory in advance, they can be sent automatically by another machine's operation. The phone call is charged to another party.

Reference ○

How to load document (see page 1-42)

1 Load the document.

2 Press **SETTING**.

3 Press **[Store Doc Settings]**.

4 Press **[Store]**.
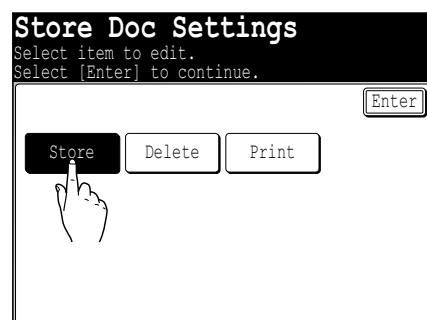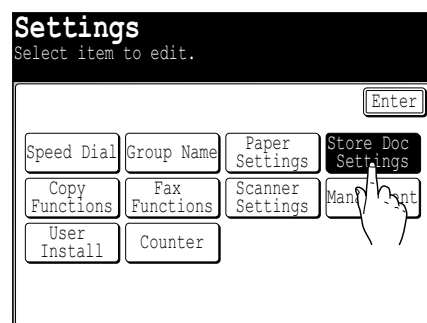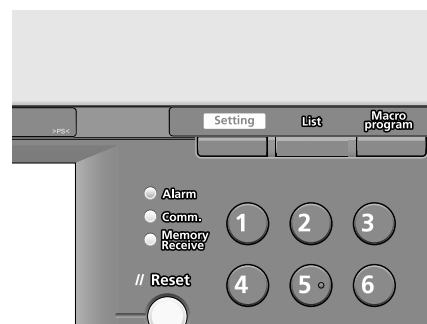
5 Press **[Polling Doc.]**

```
Store
Select item to edit.
Select [Enter] to continue.
                                    Enter

       Polling   Bulletin
       Doc.      Box Doc.
```
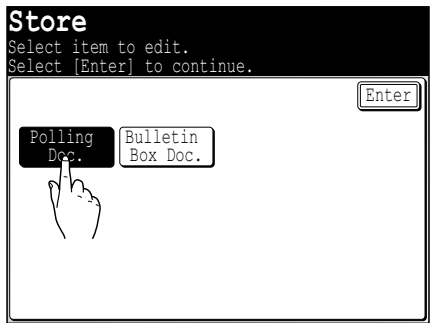
6 Press **[Yes]** to store the polling document. Scanning of the document now starts.
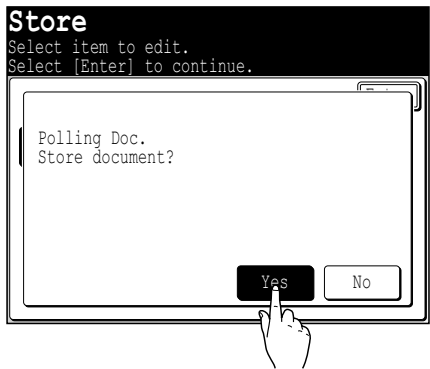
```
Store
Select item to edit.
Select [Enter] to continue.

    Polling Doc.
    Store document?



                        Yes      No
```

Deleting polling documents storage

1 Press **SETTING**.

2 Press **[Store Doc Settings]**.

Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings
Copy Functions | Fax Functions | Scanner Settings | Man nt
User Install | Counter

3 Press **[Delete]**.

Store Doc Settings
Select item to edit.
Select [Enter] to continue.

Enter

Store | Delete | Print

4 Press **[Polling Doc.]**

Delete
Select item to edit.
Select [Enter] to continue.

Enter
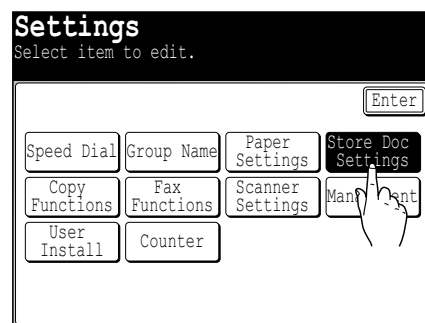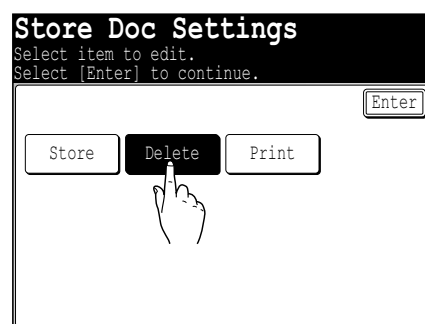
Polling Doc. | Bulletin Box Doc. | Batch Tx Doc. | Scan Box Doc.
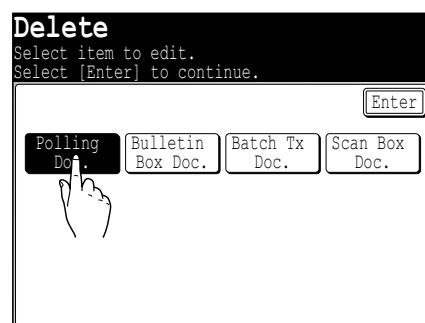
Note

Press **RESET** to return to the standby screen.

5 Press **[Yes]** to delete the polling document.

Delete
Select item to edit.
Select [Enter] to continue.

Polling Doc.
Would you like to delete?

Yes | No

Printing out scheduled polling documents

1 Press **SETTING**.

2 Press **[Store Doc Settings]**.

Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings
Copy Functions | Fax Functions | Scanner Settings | Manag...nt
User Install | Counter

3 Press **[Print]**.

Store Doc Settings
Select item to edit.
Select [Enter] to continue.

Enter

Store | Delete | Print

4 Press **[Polling Doc.]**.

Print
Select item to edit.

Enter

Polling Doc. | F-Code Doc. | Security Rx Doc | Batch Tx Doc.
Co...nd
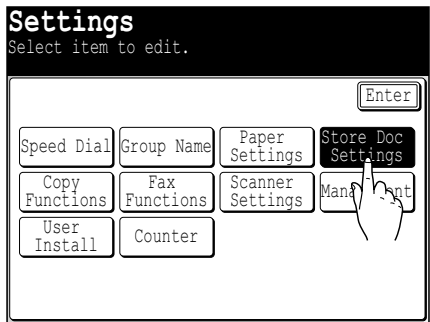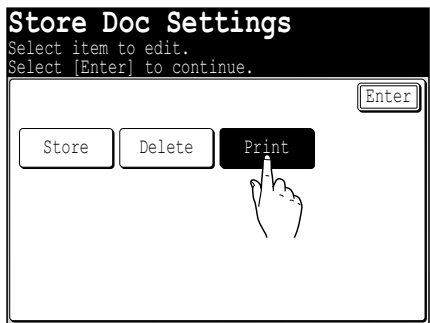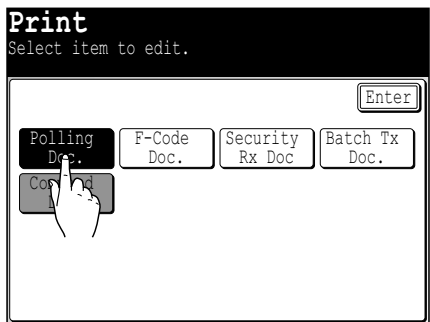
5 Press **[Yes]** to print out the polling document.
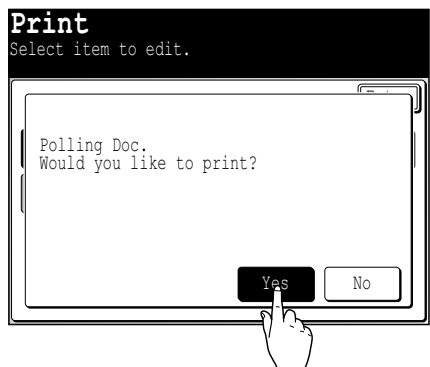
Print
Select item to edit.

Polling Doc.
Would you like to print?

Yes | No

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

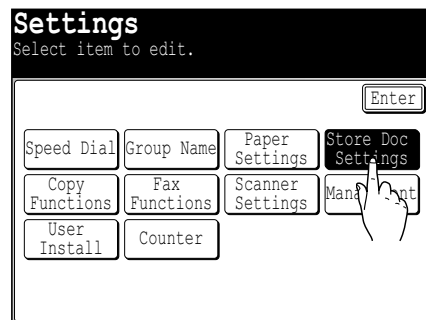FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Polling

1 Press **FAX**.

2 Press **[Others]**.

```
Fax Ready                    Fax Ready Mode
        Sep 24 2004 01:30pm      Memory    100%
Resolution  ┌─Index─┐         ◀    1/2    ▶
    Normal  └───────┘
Contrast    Atlanta    New York   Los Angels
    Normal  Office     Office     Office
Broadcast   Chicago    Houston    Seattle
       OFF  Office     Office     Office
            London     Paris      Hong Kong
  Monitor   Office     Office     Office
Tx Report   Tokyo      Domestic   Overseas
       OFF  Office     Sales Dep  Sales Dep
  Others    ◀    All    Numeric    AB    ▶
                        List
```

3 Press **[Polling]**.

```
Fax Functions
Select item to edit.
            ◀   1/2   ▶              Enter

  Redial    Speed Dial  FaxFrwrd    Fax & Copy
                             OFF          OFF
  Program   Group Tx    Enlarge TX  SecurltyRx
One-Touch                     100%         OFF
TTI         TTI Select  Cover Page  Delayed Tx
       ON   Default          OFF          OFF
  Batch Tx  Scan Size   Polling     FPolling
            Auto             OFF          OFF
```

4 (1) Select **[ON]** to perform polling.
(2) Press **[Enter]**.

Fax Functions
Select ON/OFF and select [Enter].

Polling   Cancel Enter

OFF   ON

Reference ○

· After pressing **START**, you can stop the communications using **FAX CANCEL/JOB CONFIRM**. (see page 3-28)
· Press **RESET** to cancel the settings.

5 Press **[Enter]** to return to the standby screen.

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

6 Enter the location and poll the documents.

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
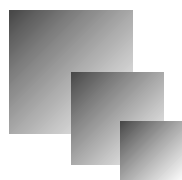
Performing F-Code Communications

What are F-code transmissions?

This function performs communications using a sub-address or password conforming to ITU-T (International Telecommunication Union) standards. By creating F-code boxes for which a sub-address or password has been entered, you can utilize security box communications, bulletin box communications and relay command communications regardless of the manufacturer or machine type.

Reference ●

Up to 20 F-code boxes can be entered. ("Registering F-code boxes", see page 3-100)

Note ●

Up to 30 documents can be stored in each box.

Sub-addresses and passwords

● Sub-addresses are numbers that distinguish the various F-code boxes that have been set in the memory. (Must be entered)

● A password is important to prevent documents from being sent/received by mistake. (Entered as necessary)

Functions used with F-code communications

Utilizing sub-addresses and passwords enables you to use the following functions.

◆ **F-code security box communications**
When the other party for communications has an F-code security box set, F-code security communications can be performed by specifying the sub-address and the password (if necessary) for that box.
Unless the receiver of the security box communication inputs a specific I.D. code, the received document cannot be printed out, which is essential for sending highly confidential documents.

Reference ○
· F-code security box transmissions ....Transmissions using sub-addresses (see page 3-116)
· Receiving F-code security box communications ...Printing stored documents (see page 3-122)

◆ **F-code bulletin box communications**
When the other party for communications has an F-code bulletin box set, documents can be sent to the bulletin box. The stored documents in the bulletin box can be retrieved (polling) by specifying the sub-address of that box. (Password specified as necessary)

Reference ○
· Sending documents to another party's bulletin box...................Transmissions using sub-addresses (see page 3-116)
· Retrieving documents stored in another party's bulletin box ...Reception using sub-addresses (see page 3-118)
· Storing documents in your bulletin box......................................Storing documents in bulletin boxes (see page 3-120)

◆ **F-code relay command communications**
When an F-code relay box has been set in a relay machine, specifying the sub-address of that box can perform relay command communications. (Password specified as necessary)
At the relay machine, specified documents are sent (distributed) to the receiving party (distribution destination) registered in the box.

Reference ○
· Transmitting relay commands ....Perform F-code transmissions after first checking the sub-address of and password to the relay command communications box that are set in the other fax machine. (see page 3-116)
· When this machine is used as the relay machine ...Set the relay box by registering F-code boxes (see page 3-100).

Registering F-code boxes

F-code boxes need to be registered to utilize F-code communications. Enter the sub-address and password in each F-code box.

Note

· Sub-addresses must be entered. Enter passwords as necessary.
· Setting I.D. codes prevents anyone other than the specified person(s) from operating the F-code boxes.

1 Press **SETTING**.
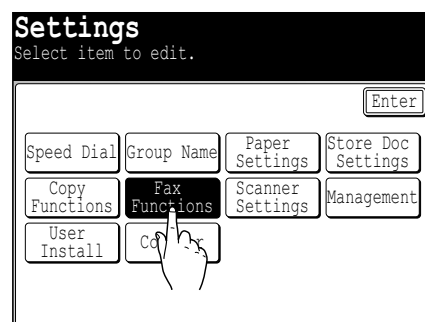
2 Press **[Fax Functions]**.

Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings
Copy Functions | Fax Functions | Scanner Settings | Management
User Install | Co...

3 Press **[F-Code Box]**.

Fax Functions
Select item to edit.

Enter

Default Settings | Program One-Touch | Fax Forward | Cover Page
Batch Tx Box | F-Code Box | Other Settings

4 Press **[Enter/Edit]**.

F-Code Box
Select item to edit.

Enter

Enter/Edit | Delete

5 Select the F-code box you want to register.

Enter/Edit
Select the box number to enter/edit.

◄ 1/4 ► Enter

01:
02:
03:
04:
05:
06:
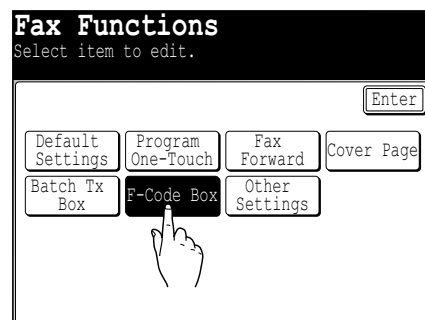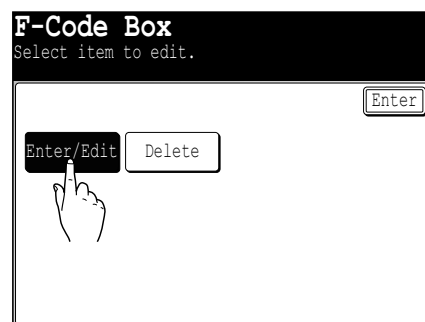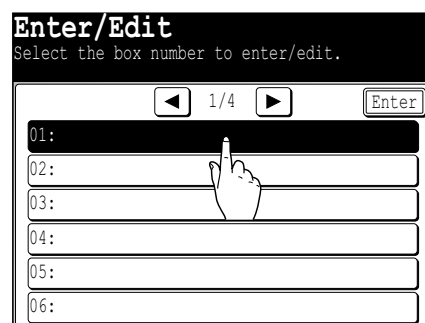
6 Select the type of F-code box.

```
01:
Select box type.

                                    Enter

Secure Box  Bulletin   Relay Box
            Box
```

7 Refer to pages 3-102 through 3-112 to register F-code boxes according to type.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3
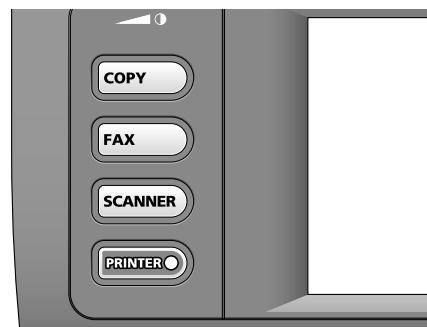
FAX
Chapter1

FAX
Chapter2

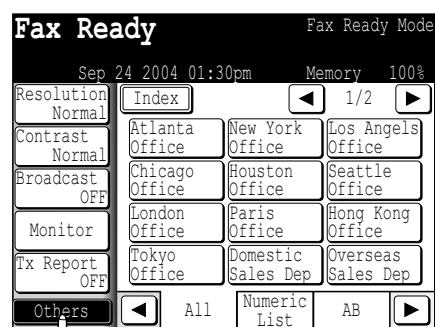FAX
Chapter3

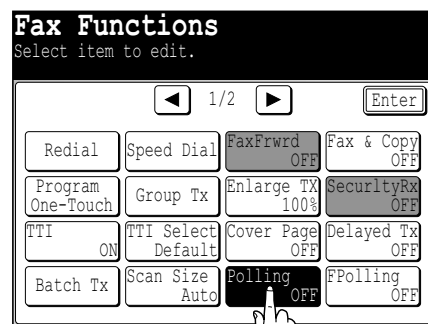FAX
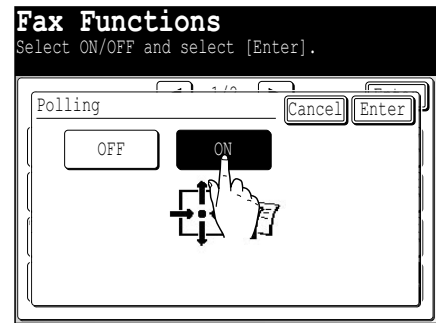Chapter4

Common
Settings

In This
Case...

Appendix

Registering F-code security boxes

1 Press **[Secure Box]**.

```
01:
Select box type.
                                    Enter
  Secure Box  Bulletin   Relay Box
               Box
```

2 (1) Use the numeric keypad to enter the sub-address.
(2) Select **[Enter]**.
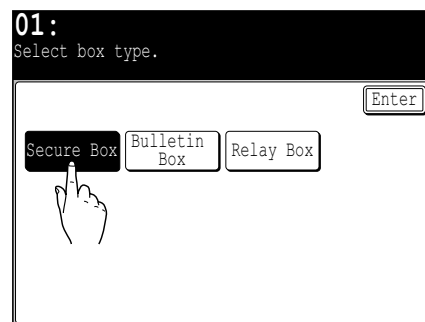
```
01:
Use the numeric keypad to enter
the sub-address and select [Enter].

  Sub-Address            Cancel  Enter
  0123456789_
     ◄        ►      Clear
```

3 (1) Use the numeric keypad to enter the I.D. code (4 digits).
(2) Press **[Enter]**.

```
01:
Enter I.D.Code/password

  I.D.Code              Cancel  Enter
  ****_
     ◄        ►      Clear
```

4 Enter the box name.
(1) Press **[Box Name]**.

```
Secure Box
Select item to edit.
                                    Enter
  Box Name    :
  Sub-Address:0123456
  Password    :
  Hold time  :0 Days
  I.D.Code   :****
```

(2) Enter the box name.
(3) Press **[Enter]**.

```
Box Name                    Cancel    Enter
Atlanta Office_
                    ◀  ▶   Clear    14/ 16
1  2  3  4  5  6  7  8  9  0
q  w  e  r  t  y  u  i  o  p
a  s  d  f  g  h  j  k  l
_  z  x  c  v  b  n  m  .  @
    Upper     Symbol     Space
```

5 Enter a password and hold time as necessary.

■ Entering a password
 (1) Press **[Password]**.

```
Secure Box
Select item to edit.
                              Enter
Box Name   :Atlanta Office
Sub-Address:0123456789
Password   :
Hold time  :0 Days
I.D.Code   :****
```

(2) Enter the password using the numeric keypad, then press **[Enter]**.

```
Secure Box
If a password is required enter
the password and select [Enter].

Password          Cancel  Enter
123456789_
    ◀      ▶     Clear
```

■ Setting the hold time

(1) Press **[Hold time]**.

```
Secure Box
Select item to edit.
                                        Enter
Box Name    :Atlanta Office
Sub-Address:0123456789
Password    :123456789
Hold time   :0 Days
I.D.Code    :****
```

(2) Enter the hold time using the
numeric keypad or **[▲] [▼]**,
then press **[Enter]**.

```
Secure Box
Enter hold time

Hold time              Cancel  Enter

 Input range:00-31

        03  Days    ▲
                    ▼

    Enter 00 to skip time setting
```

6 To continue to register other
F-code boxes, press **[Enter]**, then
repeat from step 5 of "Registering
F-code boxes" on page 3-100.

```
Secure Box
Select item to edit.
                                        Enter
Box Name    :Atlanta Office
Sub-Address:0123456789
Password    :123456789
Hold time   :3 Days
I.D.Code    :****
```

Registering F-code bulletin boxes

1 Press **[Bulletin Box]**.

```
01:
Select box type.
                                        Enter
      Secure Box   Bulletin   Relay Box
                     Box
```

Note ○

· Up to 20 digits can be entered for sub-addresses. Only numerals can be entered.
· If you enter an incorrect number, press **[Clear]** to delete it and then enter the correct one.

2 (1)Use the numeric keypad to enter the sub-address.
(2)Select **[Enter]**.

```
02:
Use the numeric keypad to enter
the sub-address and select [Enter].

 Sub-Address            Cancel  Enter
  000111222333_
    ◄        ►      Clear
```

3 Enter the box name.
(1)Press **[Box Name]**.
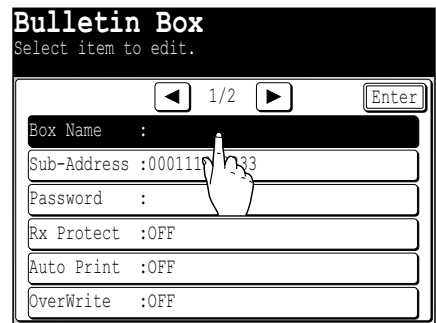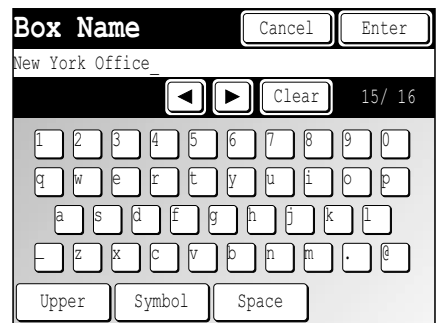
```
Bulletin Box
Select item to edit.

            ◄   1/2  ►          Enter
 Box Name    :
 Sub-Address :000111    333
 Password    :
 Rx Protect  :OFF
 Auto Print  :OFF
 OverWrite   :OFF
```

Note ○

Up to 16 characters can be entered.

(2)Enter the box name.
(3)Press **[Enter]**.

```
Box Name        Cancel    Enter
New York Office_
            ◄   ►   Clear    15/ 16
 1  2  3  4  5  6  7  8  9  0
 q  w  e  r  t  y  u  i  o  p
  a  s  d  f  g  h  j  k  l
   z  x  c  v  b  n  m  .  @
 Upper    Symbol    Space
```

4 Perform settings for Password, Rx Protect, Auto Print, OverWrite, Erase Tx Doc, and I.D.Code as necessary.

■ Entering a password
  (1) Press **[Password]**.

```
Bulletin Box
Select item to edit.
                    ◄  1/2  ►         Enter
Box Name    :New York Office
Sub-Address :000111222333
Password    :
Rx Protect  :OFF
Auto Print  :OFF
OverWrite   :OFF
```

  (2) Enter the password using the numeric keypad, then press **[Enter]**.

```
Secure Box
If a password is required enter
the password and select [Enter].
Password               Cancel  Enter
123456789_
         ◄      ►      Clear
```

■ Setting protected reception
  (1) Press **[Rx Protect]**.

```
Bulletin Box
Select item to edit.
                    ◄  1/2  ►         Enter
Box Name    :New York Office
Sub-Address :000111222333
Password    :123456789
Rx Protect  :OFF
Auto Print  :OFF
OverWrite   :OFF
```

  (2) Select either **[ON]** or **[OFF]**, then press **[Enter]**.

```
Bulletin Box
Select ON/OFF and select [Enter].
Rx Protect             Cancel  Enter
    OFF        ON
```

■ Setting auto print

(1) Press **[Auto Print]**.

If **[ON]** has been selected for auto print, documents received in the bulletin box are printed out.

Bulletin Box
Select item to edit.

◀ 1/2 ▶   Enter

Box Name   :New York Office
Sub-Address :000111222333
Password   :123456789
Rx Protect :OFF
Auto Print :OFF
OverWrite   :OFF

(2) Select either **[ON]** or **[OFF]**, then press **[Enter]**.

Bulletin Box
Select ON/OFF and select [Enter].

Auto Print   Cancel Enter

OFF   ON
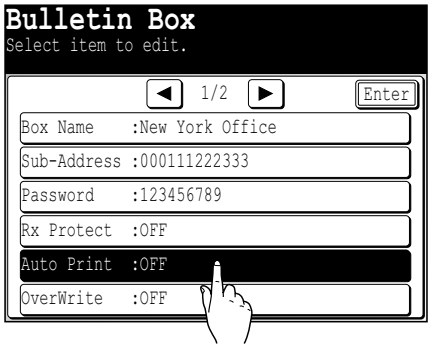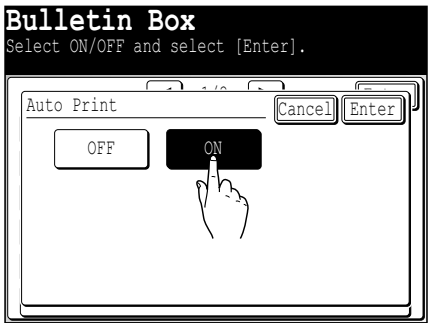
■ Setting overwrite

(1) Press **[OverWrite]**.
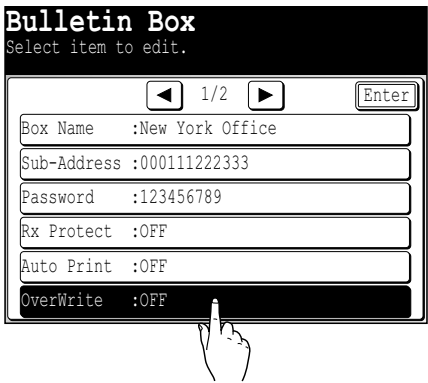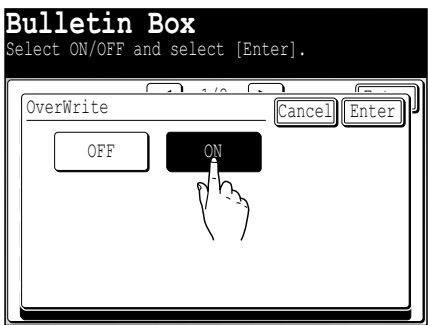
Note

If **[ON]** has been selected overwrite, documents previously stored are printed and overwritten by newly received documents.

Bulletin Box
Select item to edit.

◀ 1/2 ▶   Enter

Box Name   :New York Office
Sub-Address :000111222333
Password   :123456789
Rx Protect :OFF
Auto Print :OFF
OverWrite   :OFF

(2) Select either **[ON]** or **[OFF]**, then press **[Enter]**.

Bulletin Box
Select ON/OFF and select [Enter].

OverWrite   Cancel Enter

OFF   ON

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

■ Setting deletion of documents after transmission

(1)Press **[◄] [►]**, then press **[Erase Tx Doc]**.

Bulletin Box
Select item to edit.

◄ 2/2 ► Enter

Erase Tx Doc:OFF

I.D.Code :

(2)Select either **[ON]** or **[OFF]**, then press **[Enter]**.

Bulletin Box
Select ON/OFF and select [Enter].

Erase Tx Doc Cancel Enter

OFF   ON

■ Entering an I.D. code

(1)Press **[I.D.Code]**.

Bulletin Box
Select item to edit.

◄ 2/2 ► Enter

Erase Tx Doc:OFF

I.D.Code :

(2)Enter the I.D. code (4 digits) using the numeric keypad, then press **[Enter]**.

Bulletin Box
Enter I.D.Code/password

I.D.Code Cancel Enter

****

◄   ►   Clear

5 To continue to register other F-code boxes, press **[Enter]**, then repeat from step 5 of "Registering F-code boxes" on page 3-100.

Registering F-code relay boxes

1 Press **[Relay Box]**.

```
01:
Select box type.
                                    Enter
  Secure Box  Bulletin   Relay Box
             Box
```

Note

Up to 20 digits can be entered for sub-addresses. Only numerals can be entered.

2 (1) Use the numeric keypad to enter the sub-address.
(2) Select **[Enter]**.

```
01:
Use the numeric keypad to enter
the sub-address and select [Enter].
  Sub-Address          Cancel  Enter
  345345345_
    ◄      ►      Clear
```

Note

Methods for specifying the location are as follows:
(The numeric keypad cannot be used.)
· Specify using the one-touch keys (see page 3-10)
· Specify using speed-dial (see page 3-10)
· Specify using Groups (see page 3-61)
· You cannot specify the location using the numeric keypad. Register the location in the speed-dial in advance. (see page 3 -162)
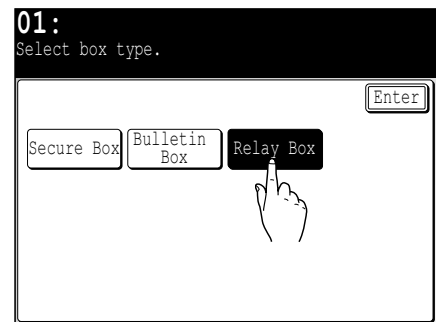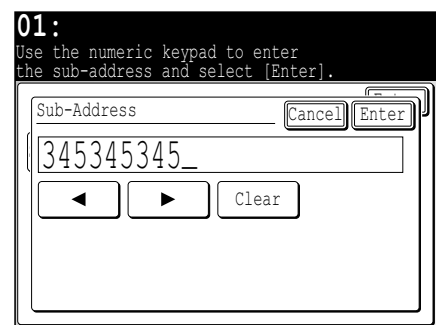
3 Enter the distribution destination, then select **[Enter]**.
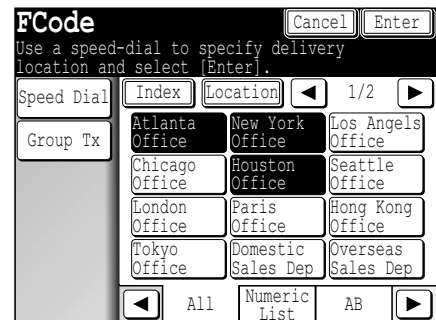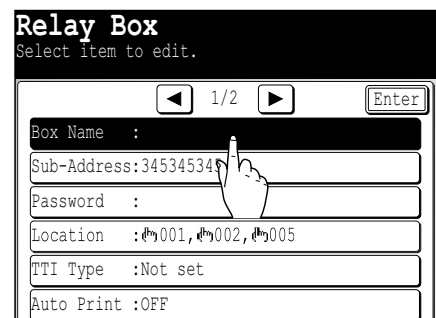
```
FCode                   Cancel  Enter
Use a speed-dial to specify delivery
location and select [Enter].
Speed Dial  Index  Location  ◄  1/2  ►
Group Tx    Atlanta  New York  Los Angels
            Office   Office    Office
            Chicago  Houston   Seattle
            Office   Office    Office
            London   Paris     Hong Kong
            Office   Office    Office
            Tokyo    Domestic  Overseas
            Office   Sales Dep Sales Dep
            ◄  All  Numeric  AB  ►
                    List
```

4 Enter the box name.
(1) Press **[Box Name]**.

```
Relay Box
Select item to edit.
              ◄  1/2  ►        Enter
Box Name   :
Sub-Address:34534534
Password   :
Location   :001,002,005
TTI Type   :Not set
Auto Print :OFF
```

Box Name   Cancel   Enter

London Office_

◄   ►   Clear   13/ 16

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
_ z x c v b n m . @

Upper   Symbol   Space

(2) Enter the box name.
(3) Press **[Enter]**.

5 Perform settings for Password, TTI Type, Auto Print, and I.D.Code as necessary.

■ Entering a password
(1) Press **[Password]**.

Relay Box
Select item to edit.

◄   1/2   ►   Enter

Box Name   :London Office
Sub-Address:345345345
Password   :
Location   :001, 005
TTI Type   :Not set
Auto Print :OFF

(2) Enter the password using the numeric keypad, then press **[Enter]**.

Relay Box
If a password is required enter the password and select [Enter].

Password   Cancel Enter

123456789_

◄   ►   Clear

■ Setting the sender name (TTI Type)

(1) Press **[TTI Type]**.

```
Relay Box
Select item to edit.

            ◄  1/2  ►           Enter
Box Name    :London Office
Sub-Address:345345345
Password    :123456789
Location    :  001,  002,  005
TTI Type    :Not set
Auto Print  :OFF
```

(2) Select the desired method, then press **[Enter]**.

```
Relay Box
Select item to edit.

TTI Type                  Cancel  Enter

      Not set    Both    Overwrite
```

■ Setting auto print

(1) Press **[Auto Print]**.

```
Relay Box
Select item to edit.

            ◄  1/2  ►           Enter
Box Name    :London Office
Sub-Address:345345345
Password    :123456789
Location    :  001,  002,  005
TTI Type    :Both
Auto Print  :OFF
```

(2) Select either **[ON]** or **[OFF]**, then press **[Enter]**.

```
Relay Box
Select ON/OFF and select [Enter].

Auto Print                Cancel  Enter

      OFF         ON
```

■ Entering an I.D. code

(1)Press [◀] [▶], then press
[I.D.Code].

Relay Box
Select item to edit.

◀ 2/2 ▶ Enter

I.D.Code :

(2)Enter the I.D. code (4 digits)
using the numeric keypad,
then press **[Enter]**.

Relay Box
Enter I.D.Code/password

I.D.Code Cancel Enter

✱✱✱✱

◀ ▶ Clear

6 To continue to register other
F-code boxes, press **[Enter]**, then
repeat from step 5 of "Registering
F-code boxes" on page 3-100.

In this case ?

To change the settings of F-code boxes...

Repeat the setting process, pressing **[Clear]** to delete information you want to change, and then enter the new settings.

To change the box type...

Delete the F-code box you want to change, then register it again.

Deleting F-code boxes

Note

F-code boxes in which any documents are stored cannot be deleted.

1 Press **SETTING**.

2 Press **[Fax Functions]**.

3 Press **[F-Code Box]**.

4 Press **[Delete]**.

```
F-Code Box
Select item to edit.
                                      Enter

Enter/Edit   Delete
```

5 Select the F-code box you want to delete.

```
Delete
Select a box to delete.
                  ◄  1/4  ►        Enter
01:Atlanta Office
02:New York Office
03:London Office
04:
05:
06:
```

Note

If an I.D. code has not been set, proceed to step 7.
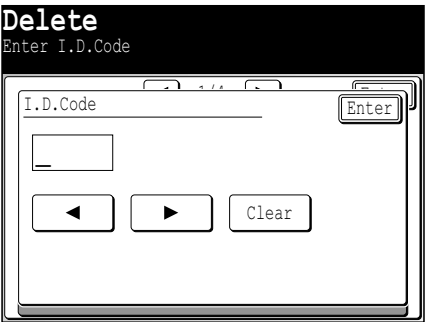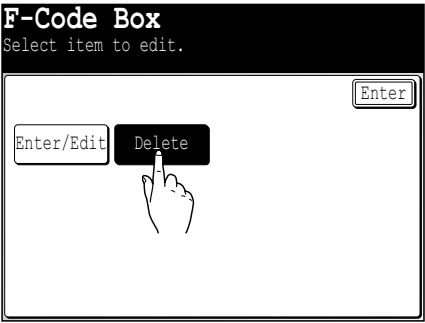
6 Use the numeric keypad to enter the I.D. code (4 digits) if it has been set.

```
Delete
Enter I.D.Code
                  ◄  1/4  ►        Enter
I.D.Code                           Enter


   ◄          ►          Clear
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...
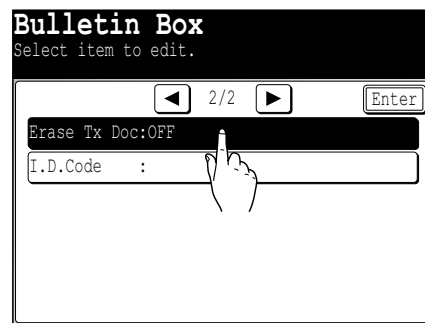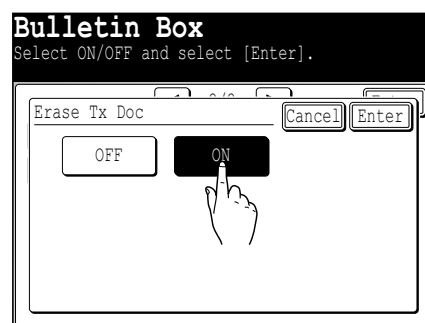
Appendix

Note

· F-code boxes in which any documents are stored cannot be deleted.
· Press **[No]** to cancel the deletion.

7 Press **[Yes]** to delete.

```
Delete
Enter I.D.Code

    ◄   1/4   ►

  01:Atlanta Office
  Would you like to delete?




              Yes      No
```

Note

Press **RESET** to return to the standby screen.

8 To continue to delete other F-code boxes, repeat from step 5.

Printing F-code box list

1 Press **LIST**.
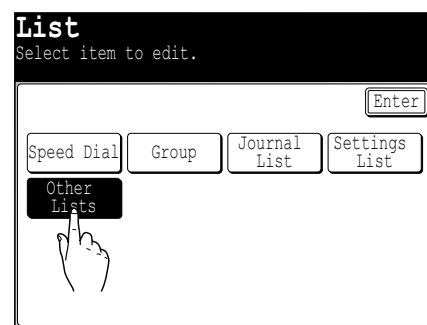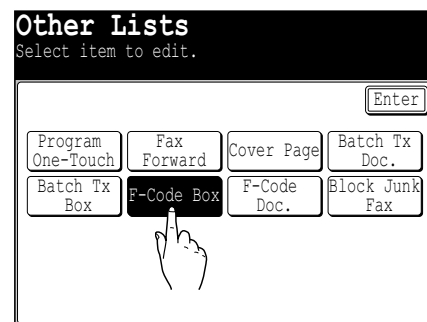
```
Setting   List   Macro
                 program   >FS<

                          Fax Cancel
                          /Job Confirm
○ Alarm
○ Comm.
○ Memory    1    2    3
  Receive
// Reset    4   5°   6    ◇ ○
                          Start
```

2 Press **[Other Lists]**.

```
List
Select item to edit.

                              Enter

Speed Dial  Group   Journal  Settings
                     List      List
 Other
 Lists
```

3 Press **[F-Code Box]**.

```
Other Lists
Select item to edit.

                              Enter

Program    Fax    Cover Page  Batch Tx
One-Touch  Forward             Doc.
Batch Tx  F-Code Box  F-Code  Block Junk
  Box                  Doc.      Fax
```

4 Press **[Yes]**.

Other Lists
Select item to edit.

F-Code Box
Would you like to print?

Yes   No

Printout Example

```
Dallas Office        Fax:123-456-7890
General dep.
Account dep.


            **  FCODE  Box  **

P.1                            Sep 26 2004 01:57pm

┌────┬───────────────┬──────────────┬──────────────┬────────┬──────┐
│Box │  Box Name     │ Sub-Address  │  Password    │  Type  │ Note │
├────┼───────────────┼──────────────┼──────────────┼────────┼──────┤
│ 1  │Confidencial   │1234          │              │Secure  │      │
├────┼───────────────┼──────────────┼──────────────┼────────┼──────┤
│ 2  │Common files   │12345         │5555          │Bull    │2,3,4 │
├────┼───────────────┼──────────────┼──────────────┼────────┼──────┤
│ 3  │Branch Offices │123456        │              │Relay   │      │
│    │(Location    ) │001,002,003,004,005          │        │      │
│    │(TTI Type    ) │Not set                      │        │      │
│    │(Auto Print  ) │OFF                          │        │      │
└────┴───────────────┴─────────────────────────────┴────────┴──────┘

   Note 1:Rx Protect    2:Auto Print    3:OverWrite    4:Erase Tx Doc
```

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Transmissions using sub-addresses (F-code transmission)

Inputting sub-addresses and passwords enables F-code security box transmissions, F-code bulletin box transmissions and F-code relay transmissions to be performed.

Operating tips

First check the sub-address and password of each function entered in the other machine.

Reference ○

How to load document
(see page 1-42)

1 Load a document.

2 (1) Press **FAX**.
(2) Press **[Others]**.

```
Fax Ready                    Fax Ready Mode
    Sep 24 2004 01:30pm      Memory   100%
Resolution  [Index]        ◀   1/2  ▶
   Normal
Contrast   Atlanta  New York Los Angels
   Normal  Office   Office   Office
Broadcast  Chicago  Houston  Seattle
   OFF     Office   Office   Office
           London   Paris    Hong Kong
Monitor    Office   Office   Office
Tx Report  Tokyo    Domestic Overseas
   OFF     Office   Sales Dep Sales Dep
  Others  ◀   All   Numeric   AB   ▶
                    List
```
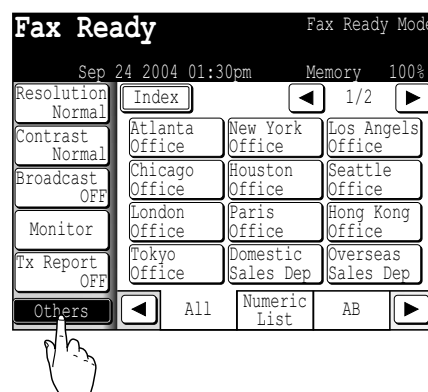
3 (1) Press **[◀]** or **[▶]**.
(2) Press **[F-Code Tx]**.

```
Fax Functions
Select item to edit.
           ◀   2/2  ▶           Enter
F-Code Tx OverseasTx Memory Tx Dialing
   OFF       OFF        ON    Options
Dup Scan  Auto Rx
  FF        ON
```
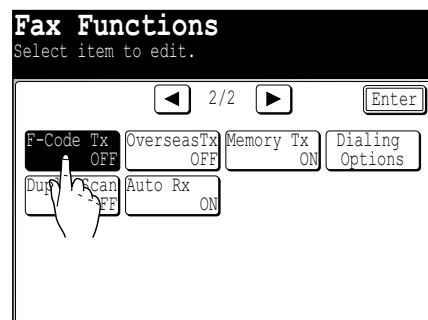
4 (1) Use the numeric keypad to enter the sub-address of the other machine.
(2) Select **[Enter]**.
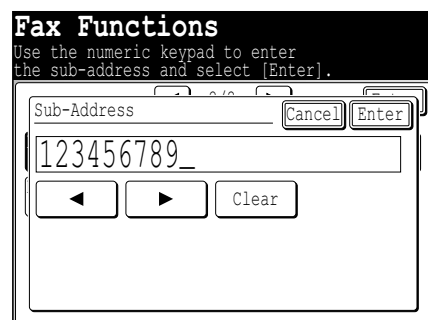
```
Fax Functions
Use the numeric keypad to enter
the sub-address and select [Enter].
Sub-Address          Cancel Enter
123456789_
  ◀      ▶      Clear
```

Note

· Up to 20 digits, consisting of numerals, * and/or # can be used for passwords.
· If a password is not required, press **[Enter]** without inputting anything, and then proceed to step 6.

Note

· Press **[F-Code Tx]** again to return to the screen in step 4, where you can correct the subaddress and/or password if entered incorrectly.
· Press **RESET** to release the F-code transmission setting.

Note

The numeric keypad, one-touch keys, speed-dials, Address Book and groups can be used.

5 (1) Use the numeric keypad to enter the password.

```
Fax Functions
If a password is required enter
the password and select [Enter].

Password                    Cancel  Enter
*11221122*_
   ◄        ►       Clear
```

(2) Press **[Enter]**.

```
Fax Functions
Select item to edit.

       ◄   2/2   ►              Enter
F-Code Tx  OverseasTx  Memory Tx   Dialing
      ON         OFF         ON    Options
DuplexScan Auto Rx
      OFF        ON
```
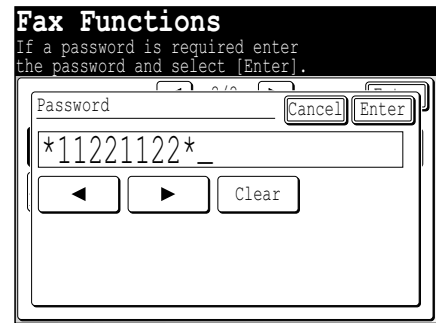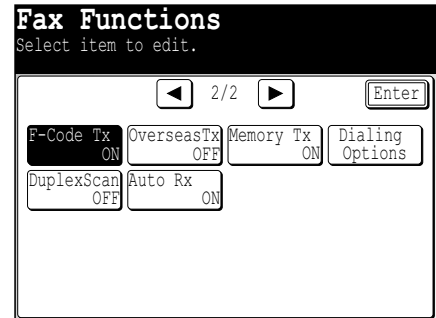
6 Press **[Enter]** to return to the standby screen.

7 Enter the other party's fax number, then send the fax.

Reception using sub-addresses (F-code polling)

Enter the sub-address and password to retrieve (polling) the documents stored in another machine's bulletin box.

Operating tips

First check the sub-address and password of the bulletin box in the other machine.

1 (1) Press **FAX**.
(2) Press **[Others]**.

```
Fax Ready                    Fax Ready Mode

        Sep 24 2004 01:30pm    Memory   100%
Resolution   Index            ◄    1/2   ►
    Normal
Contrast   Atlanta  New York  Los Angels
    Normal Office   Office    Office
Broadcast  Chicago  Houston   Seattle
       OFF Office   Office    Office
           London   Paris     Hong Kong
  Monitor  Office   Office    Office
Tx Report  Tokyo    Domestic  Overseas
       OFF Office   Sales Dep Sales Dep
   Others  ◄   All   Numeric   AB    ►
                     List
```

2 Press **[FPolling]**.

```
Fax Functions
Select item to edit.

              ◄   1/2   ►              Enter

  Redial    Speed Dial FaxFrwrd  Fax & Copy
                            OFF          OFF
  Program   Group Tx   Enlarge TX SecurltyRx
  One-Touch                  100%        OFF
TTI        TTI Select Cover Page Delayed Tx
        ON    Default       OFF         OFF
  Batch Tx  Scan Size  Polling   FPolling
                 Auto       OFF        OFF
```

3 (1) Use the numeric keypad to enter the sub-address of the bulletin box.
(2) Press **[Enter]**.
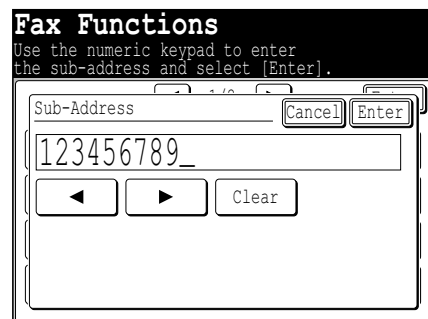
```
Fax Functions
Use the numeric keypad to enter
the sub-address and select [Enter].

 Sub-Address            Cancel Enter

  123456789_

   ◄      ►      Clear
```

Note

· Up to 20 digits, consisting of numerals, * and/or # can be used for passwords.

· If a password is not required, press **[Enter]** without inputting anything, and then proceed to step 5.

Note

· Press **[FPolling]** again to return to the screen in step 4, where you can correct the sub-address and/or password if entered incorrectly.

· Press **RESET** to release the F-Polling setting.

Note

The numeric keypad, one-touch keys, speed-dials, Address Book and groups can be used.

4 (1) Use the numeric keypad to enter the password.

```
Fax Functions
If a password is required enter
the password and select [Enter].
                        1/2
┌─────────────────────────────────────┐
│ Password            │Cancel│ Enter │ │
│ ┌─────────────────────────────────┐ │
│ │*112233*_                        │ │
│ └─────────────────────────────────┘ │
│ ┌──────┐ ┌──────┐ ┌──────────┐      │
│ │  ◄   │ │  ►   │ │  Clear   │      │
│ └──────┘ └──────┘ └──────────┘      │
└─────────────────────────────────────┘
```

(2) Press **[Enter]**.

```
Fax Functions
Select item to edit.
┌───┐ 1/2 ┌───┐              ┌───────┐
│ ◄ │     │ ► │              │ Enter │
└───┘     └───┘              └───────┘
┌────────┐┌────────┐┌────────┐┌────────┐
│ Redial ││Speed Dial││FaxFrwrd.││Fax & Copy│
│        ││        ││    OFF ││    OFF │
┌────────┐┌────────┐┌────────┐┌────────┐
│Program ││Group Tx││Enlarge TX││SecurltyRx│
│One-Touch││        ││   100% ││    OFF │
┌────────┐┌────────┐┌────────┐┌────────┐
│TTI     ││TTI Select││Cover Page││Delayed Tx│
│     ON ││ Default││    OFF ││    OFF │
┌────────┐┌────────┐┌────────┐┌────────┐
│Batch Tx││Scan Size││Polling ││FPolling│
│        ││   Auto ││    OFF ││     ON │
└────────┘└────────┘└────────┘└────────┘
```
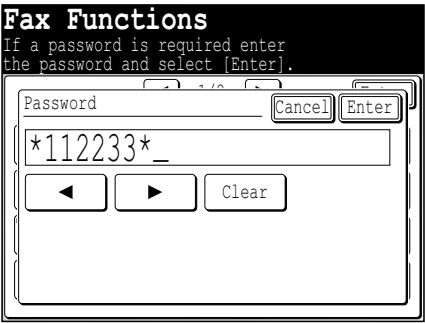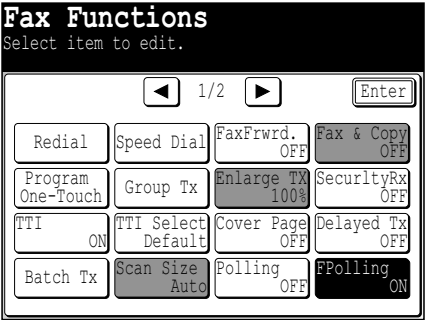
5 Press **[Enter]** to return to the standby screen.

6 Enter the other party's fax number, and poll the document.

Storing documents in bulletin boxes

● This stores documents in bulletin boxes for which F-codes have been used.
● Up to 30 documents can be stored in each box.

Operating tips

Bulletin boxes must be registered in F-code boxes. (see page 3-105)

Reference
How to load document
(see page 1-42)

1 Load a document.

2 Press **SETTING**.

3 Press **[Store Doc Settings]**.

4 Press **[Store]**.

5 Press **[Bulletin Box Doc.]**.
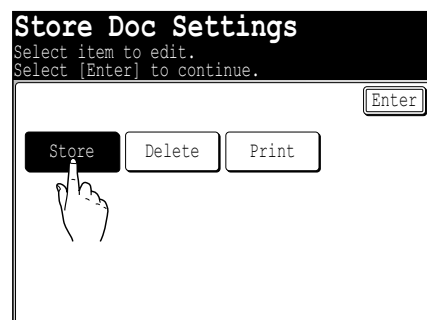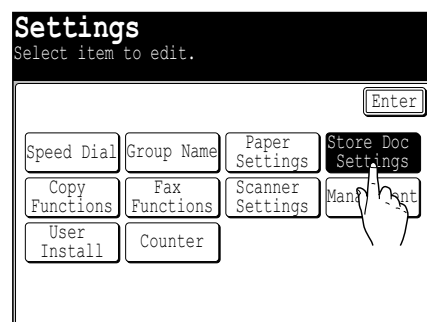
```
Store
Select item to edit.
Select [Enter] to continue.
                                    Enter
   Polling   Bulletin
    Doc.     Box Doc.
```
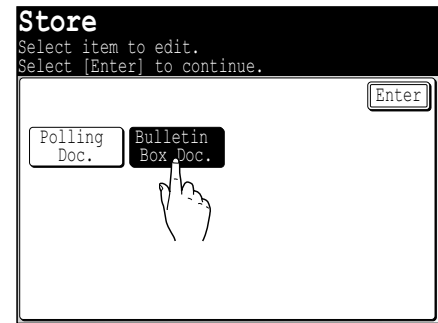
6 Select the F-code box in which you want to store the document.

```
Bulletin Box Doc.
Select a bulletin box.
Select [Enter] to continue.
            ◄  1/4  ►      Enter
01:Atlanta   Office
02:New York  Office
03:London    Office
04:
05:
06:
```

7 Use the numeric keypad to enter the I.D. code (4 digits) if it has been set.

```
Bulletin Box Doc.
Enter I.D.Code
                        Enter
  I.D.Code
  
  ___
  
  ◄      ►      Clear
```

Note

· **Over Write**
  Overwrites documents in the box.
· **Add**
  Adds the document in the box.

· Press **RESET** to return to the standby screen.
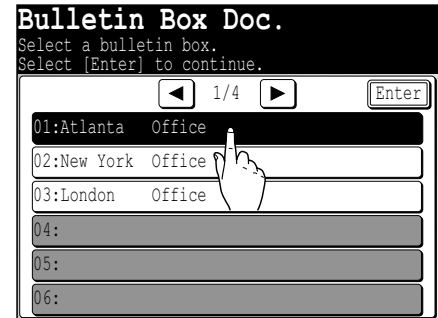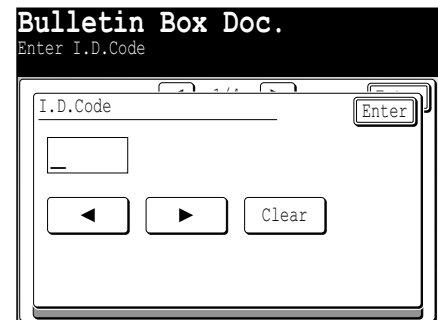
8 Select how the document is to be stored.

```
Bulletin Box Doc.
Select document storage method
                        Enter
  Over Write   Add

  Over-write:Replace a box document
  Add       :Add a box document.
```

Note

When there are already 30 documents stored in the box, "Too many location" is displayed.
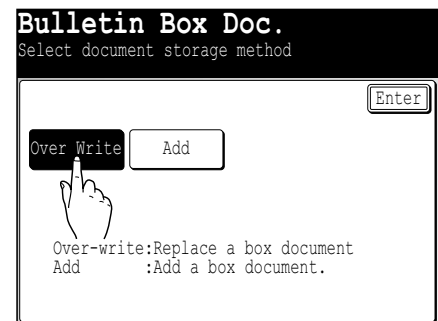
9 Press **[Yes]**.
Scanning of the document will now start.
Here we overwrite the document.

```
Bulletin Box Doc.
Select document storage method

  Over Write
  Store document?

                   Yes    No
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

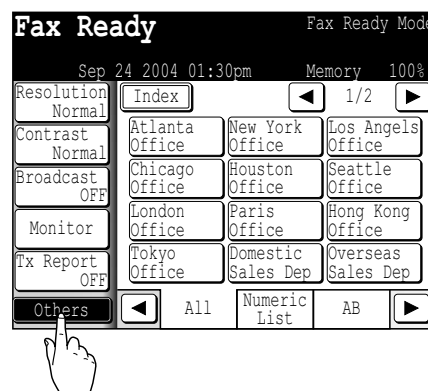Common
Settings

In This
Case...

Appendix

Printing stored documents

This prints out security reception documents, documents received in the bulletin boxes and documents stored in the bulletin boxes.

Operating tips

If documents have been received in the F-code boxes, F-code reception information will be printed out. Check the box number listed and print out the stored documents.

· Security box reception

```
Dallas Office        Fax:1234567890
General dep.
Account dep.


        FCODE  Box  Journal

              Mar 24 2004 01:30pm
  Box | Box Name    | Name            | Type   | File No.
  1   | Confidential| New York Office | Secure | 1
  F-Code Document was received
```

· Received in bulletin box

```
Dallas Office        Fax:123-456-7890
General dep.
Account dep.


        FCODE  Box  Journal

              Sep 26 2004 02:00pm
  Box | Box Name    | Name         | Type | File No.
  2   | Common files| Dallas Office| Bull | 1
  F-Code Document was received
```

1 Press **SETTING**.

2 Press **[Store Doc Settings]**.

Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings
Copy Functions | Fax Functions | Scanner Settings | Manal nt
User Install | Counter

3 Press **[Print]**.

Store Doc Settings
Select item to edit.
Select [Enter] to continue.

Enter

Store | Delete | Print

4 Press **[F-Code Doc.]**.
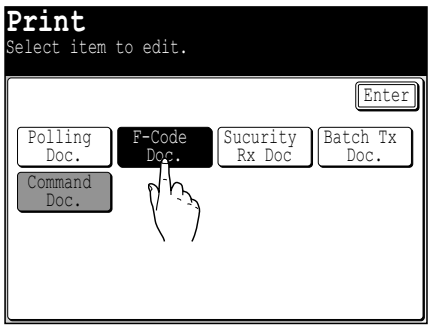
```
Print
Select item to edit.
                                              Enter
  Polling   F-Code   Sucurity   Batch Tx
   Doc.      Doc.    Rx Doc      Doc.
  Command
   Doc.
```

5 Select the F-code box in which the documents you want to print out are stored.

```
F-Code Doc.
              ◄  1/4  ►        Enter
01:Atlanta   Office
02:New York  Office
03:London    Office
04:
05:
06:
```

6 Use the numeric keypad to enter the I.D. code (4 digits) if it has been set.

```
F-Code Doc.
Enter I.D.Code

  I.D.Code                        Enter


   ◄         ►         Clear
```
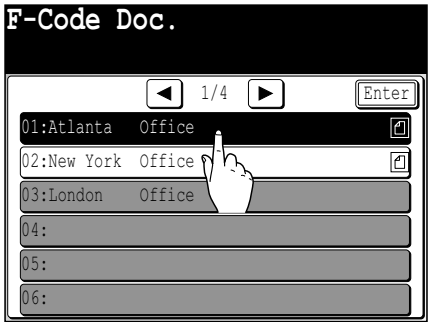
Note

Select **"All stored documents."** to print out all documents stored in this F-code box.

7 Select the applicable file number. For security box reception, the procedure finishes at step 7.

```
F-Code Doc.
              ◄  1/6  ►        Enter
All stored documents.
01:Already stored.
02:Not registered.
03:Not registered.
04:Not registered.
05:Not registered.
```
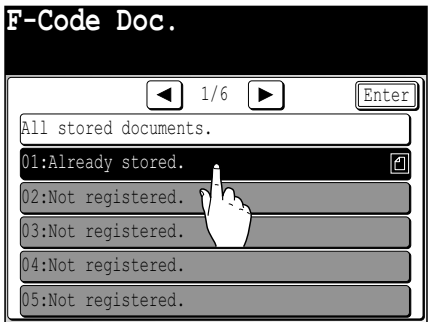
Note

· Security reception documents are automatically deleted when printed out.
· Documents received or stored in bulletin boxes are not deleted even if they are printed out.

8 Press **[Yes]**.
Stored or received documents will now print out.
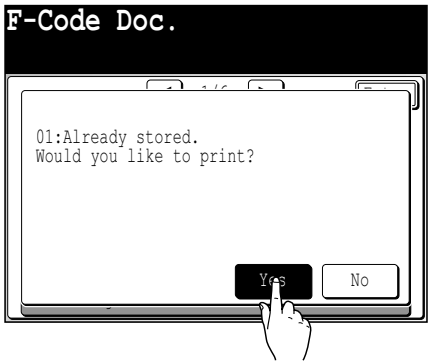
```
F-Code Doc.
              ◄  1/6  ►

  01:Already stored.
  Would you like to print?




                         Yes      No
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Deleting stored documents

This deletes documents stored in the bulletin box.

1 Press **SETTING**.

2 Press **[Store Doc Settings]**.

Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings
Copy Functions | Fax Functions | Scanner Settings | Management
User Install | Counter

3 Press **[Delete]**.

Store Doc Settings
Select item to edit.
Select [Enter] to continue.

Enter

Store | Delete | Print

4 Press **[Bulletin Box Doc.]**.

Delete
Select item to edit.
Select [Enter] to continue.

Enter

Polling Doc. | Bulletin Box Doc. | Batch Tx Doc. | Scan Box Doc.
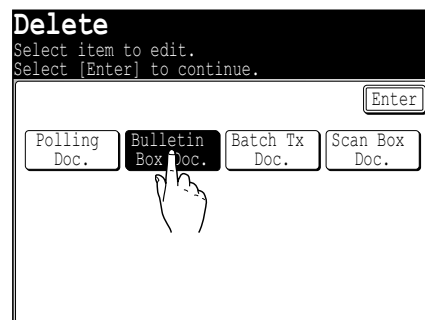
Note

⌧ indicates that there are documents stored in the box.

5 Select the F-code box in which the documents you want to delete are stored.

Bulletin Box Doc.

◄ 1/4 ► Enter

01:Atlanta Office ⌧
02:
03:
04:
05:
06:

6 Use the numeric keypad to enter the I.D. code (4 digits) if it has been set.

```
Bulletin Box Doc.
Enter I.D.Code
┌─────────── 1/4 ───────────┐
│ I.D.Code              Enter │
│ ┌──────┐                    │
│ │ _    │                    │
│ └──────┘                    │
│ ┌───◄───┐ ┌───►───┐ ┌ Clear ┐│
│ └───────┘ └───────┘ └───────┘│
└───────────────────────────┘
```
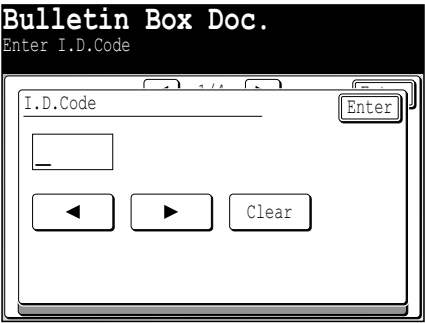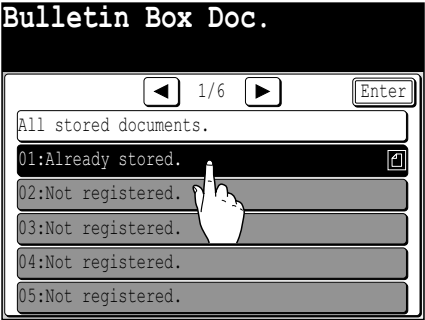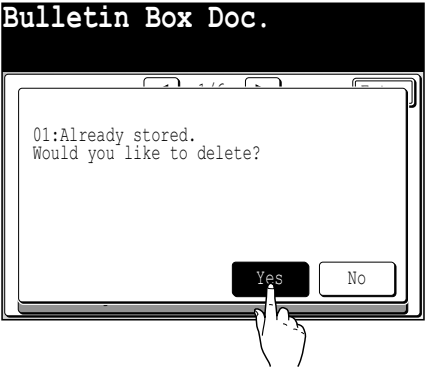
Note

Select **"All stored documents."** to delete all documents stored in this file number.

7 Select the applicable file number.

```
Bulletin Box Doc.
┌───────────────────────────┐
│    ◄  1/6  ►         Enter │
│ All stored documents.      │
│ 01:Already stored.       ⬛ │
│ 02:Not registered.         │
│ 03:Not registered.         │
│ 04:Not registered.         │
│ 05:Not registered.         │
└───────────────────────────┘
```

8 Press **[Yes]** to delete.

```
Bulletin Box Doc.
┌─────────── 1/6 ───────────┐
│                            │
│  01:Already stored.        │
│  Would you like to delete? │
│                            │
│              Yes     No    │
└───────────────────────────┘
```

Printing a stored document list

1 Press **LIST**.

2 Press **[Other Lists]**.

List
Select item to edit.

```
                                    Enter

Speed Dial   Group   Journal   Settings
                     List      List
       Other
       Lists
```

3 Press **[F-Code Doc.]**.

Other Lists
Select item to edit.

```
                                    Enter

Program    Fax       Cover Page  Batch Tx
One-Touch  Forward               Doc.
Batch Tx   F-Code Box  F-Code    Block Junk
Box                    Doc.      Fax
```

4 Press **[Yes]**.

Other Lists
Select item to edit.

F-Code Doc.
Would you like to print?

Yes   No

Printout Example

Dallas Office   Fax:123-456-7890
General dep.
Account dep.

** FCODE Documents **

P.1   Sep 26 2004 02:01pm

Box	Box Name	Type	File No.
1	Confidencial	Secure	1, 2, 3
2	Common files	Bull	1
3	Branch Offices	Relay	

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1
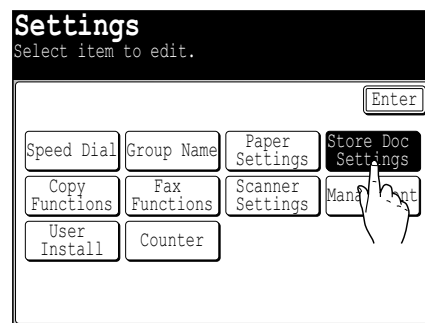
FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
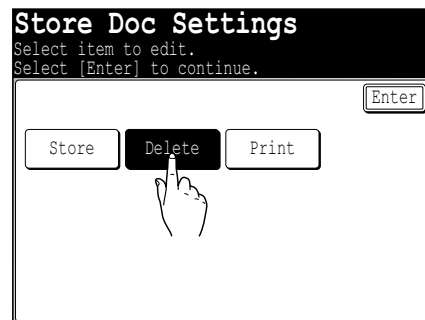Settings

In This
Case...

Appendix
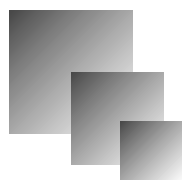
Faxing and Copying the Same Document at Once (Fax&Copy)

Documents can be faxed and copied simultaneously with just one scanning operation. This function is useful for internal communications when copies need to be made after a fax is sent.

Note

· Rotate transmissions cannot be performed.
· If copy protect is set to ON, Fax&Copy cannot be used. (see page 4-37)
· Resolution for both the fax and copies will be either fine or S-fine. (No other selections are available.)

Reference

How to load document
(see page 1-42)

1 Load a document.

2 (1) Press **FAX**.
(2) Press **[Others]**.

```
Fax Ready                    Fax Ready Mode
         Sep 24 2004 01:30pm      Memory   100%
Resolution  ┌Index┐           ◄   1/2   ►
   Normal
Contrast     Atlanta    New York   Los Angels
  Normal     Office     Office     Office
Broadcast    Chicago    Houston    Seattle
    OFF      Office     Office     Office
             London     Paris      Hong Kong
 Monitor     Office     Office     Office
Tx Report    Tokyo      Domestic   Overseas
    OFF      Office     Sales Dep  Sales Dep
  Others   ◄     All    Numeric    AB    ►
                        List
```

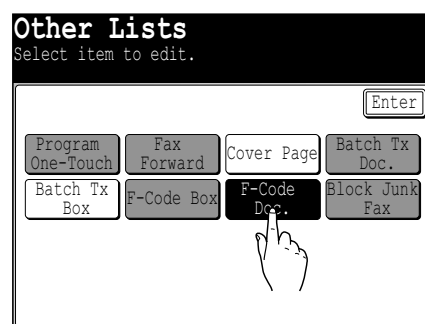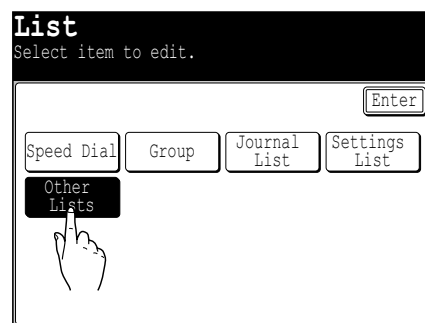**3** Press **[Fax&Copy]**.

```
Fax Functions
Select item to edit.
              ◄   1/2   ►          Enter
 Redial    Speed Dial  FaxFrwrd.  Fax & Copy
                           OFF        OFF
 Program    Group Tx   Enlarge TX  Sec   Rx
One-Touch                  100%       F
TTI        TTI Select  Cover Page  Delay  Tx
       ON     Default      OFF         OFF
 Batch Tx  Scan Size   Polling    FPolling
              Auto         OFF        OFF
```

4 (1) Press **[ON]**.
(2) Press **[Enter]**.

```
Fax Functions
Select ON/OFF and select [Enter].
              ◄   1/2   ►
 Fax & Copy              Cancel  Enter

      OFF          ON
```

5 Fax&Copy is now set. Press **[Enter]** again.

6 Select the location.
If you select the location using the one-touch keys or the Address Book, proceed to step 8.
If you select it by other methods, proceed to step 7.

```
Fax & Copy...                Reserve
        Sep 24 2004 01:30pm   Memory   99%
Resolution   Index            ◄  1/2  ►
Fine
Contrast   Atlanta   New York   Los Angels
Normal     Office    Office     Office
Broadcast  Chic      Houston    Seattle
OFF        Offi      Office     Office
Monitor    Londo     Paris      Hong Kong
           Office    Office     Office
Tx Report  Tokyo     Domestic   Overseas
OFF        Office     Sales Dep  Sales Dep
Others    ◄   All    Numeric    AB    ►
                      List
```
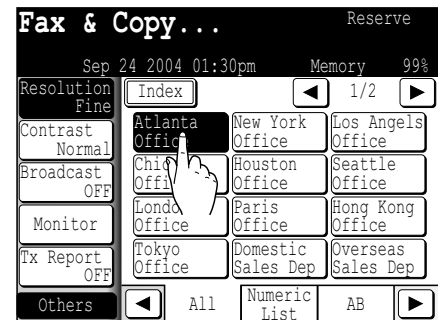
7 Press **START**.

8 Copy Screen will be displayed.

```
Fax & Copy...                 Set   001
Press [Start] to perform Fax & Copy function
                      Memory    99%
Resolution
Fine
Contrast
Normal
Paper
Auto                   1 ▭  LTR
Zoom                   2 ▭  LTR
100%
Finishing              3 ▭  LGL
No Sort                4 ▭  11x17
```
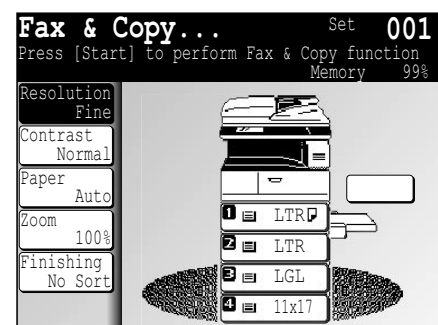
9 Perform copy settings as needed. (Advanced copying cannot be performed.)

10 Press **START**. Transmitting and copying will start simultaneously.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

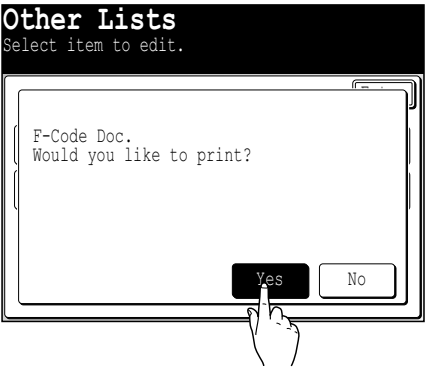FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
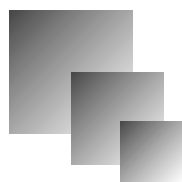
Scanning and Sending Duplex Documents

With your MFX-2830, duplex documents can be scanned using the ADF and then faxed. Both sides of the document are scanned simultaneously in one operation.

Loading the document and printing out at the destination

Document	How to load the document	Stored images

Left binding **2** **3**   Right binding **3** **2**

Top binding **2** **3**

1

Align top and bottom to read documents one side at a time

1 **2** **3**

* Printed at destination as this image.
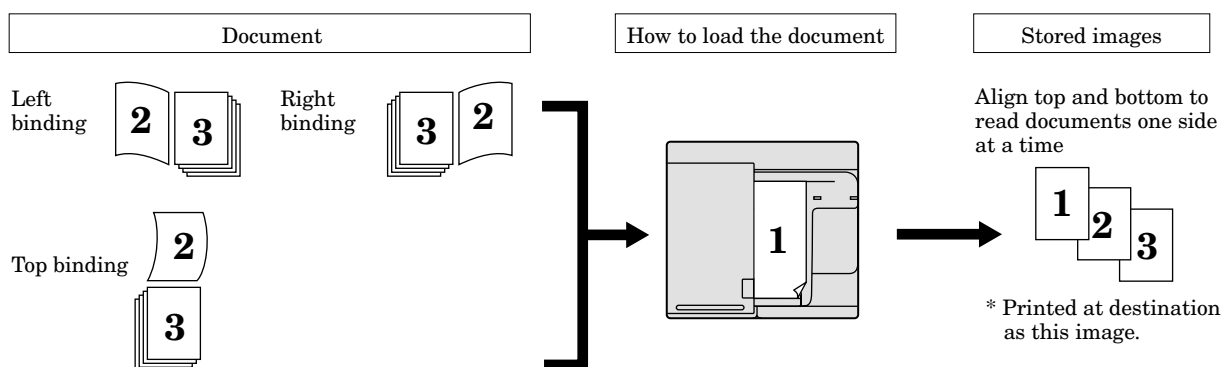
Sending duplex documents

Note

This function is not available for transmitting from the document glass.

1 Place the document in the ADF.
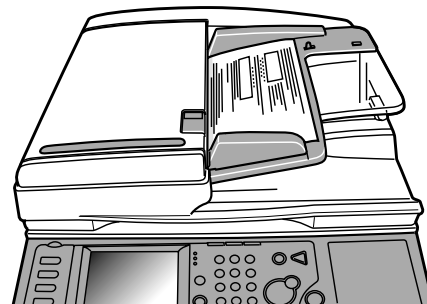
2 (1) Press **FAX**.
(2) Press **[Others]**.

3 Press **[◄] [►]**, then **[DuplexS-can]**.

Fax Functions
Select item to edit.

◄ 2/2 ► Enter

| F-Code Tx OFF | OverseasTx OFF | Memory Tx ON | Dialing Options |
| DuplexScan OFF | Auto Rx ON | | |
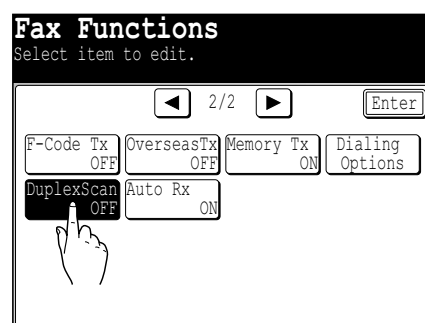
4
(1) Select the method for the document to be sent.
(2) Press **[Enter]**.

```
Fax Functions
Select the bound originals binding
position and select [Enter].

Bind Position              Cancel  Enter

      OFF      Right&Left     Top
```
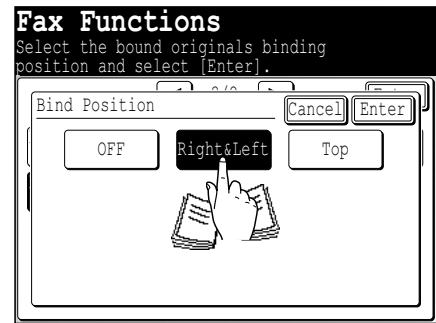
5 Duplex scanning is now set. Press **[Enter]** again.

6 Specify the location.
If the location was set using the one-touch keys or the Address Book, the duplex document will be scanned and transmission started.
If location were specified using the numeric keypad, speed-dials or broadcast, proceed to step 7.

```
Fax Ready              Fax Ready Mode
Press [Location] to check/delete a location
      Sep 24 2004 01:30pm    Memory   99%
Resolution   Index  Location   ◄  1/2  ►
 Normal
Contrast    Atlanta   New York   Los Angels
 Normal     Office    Office     Office
Broadcast   Chicago   Houston    Seattle
     ON     Office    Office     Office
Monitor     London    Paris      Hong Kong
            Office    Office     Office
Tx Report   Tokyo     Domestic   Overseas
     OFF    Office    Sales Dep  Sales Dep
Others     ◄    All    Numeric   AB    ►
                       List
```

7 Press **START**.
The document will be scanned and sent.

Enlarging and Sending Documents
(Enlarge Transmission)

Documents can be enlarged to a specified size or magnification and then sent. You can also enlarge one section of a document and send it by setting the scanning size.

●Document glass
Standard Scanning Position
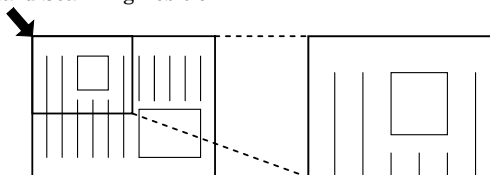
●ADF
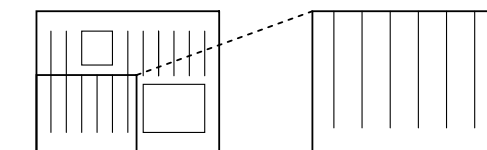
Standard Scanning Position

Reference ○

How to load document (see page 1-42)

1 Load a document.

2 (1) Press **FAX**.
(2) Press **[Others]**.

```
Fax Ready                    Fax Ready Mode
     Sep 24 2004 01:30pm    Memory   100%
Resolution   Index            ◄   1/2   ►
    Normal
Contrast    Atlanta    New York   Los Angels
    Normal  Office     Office     Office
Broadcast   Chicago    Houston    Seattle
      OFF   Office     Office     Office
Monitor     London     Paris      Hong Kong
            Office     Office     Office
Tx Report   Tokyo      Domestic   Overseas
      OFF   Office     Sales Dep  Sales Dep
Others    ◄   All   Numeric   AB    ►
                           List
```

3 Press **[Enlarge Tx]**.

```
Fax Functions
Select item to edit.
        ◄   1/2   ►              Enter
Redial    Speed Dial  FaxFrwrd.  Fax & Copy
                           OFF         OFF
Program   Group Tx    Enlarge Tx SecurltyRx
One-Touch                  100%        OFF
TTI       TTI Select  Cover Page Delayed Tx
      ON  Default          OFF         OFF
Batch Tx  Scan Size   Polling    FPolling
          Auto             OFF         OFF
```
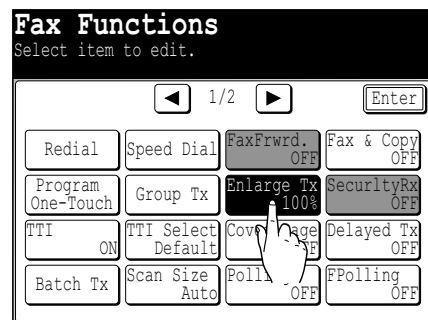
4 (1) Select an enlargement size from the fixed magnification settings or enter the magnification using the numeric keypad or **[+] [-]**.
(2) Press **[Enter]**.

Fax Functions
Use the arrows or numeric keypad to select the zoom ratio and select [Enter].

Enlarge TX   Cancel   Enter
100%
Enlarge
154%   129%   121%
154%   H.LTR->   Letter->   Legal->
100~400 egal   11x17   11x17
+
-
23
Car
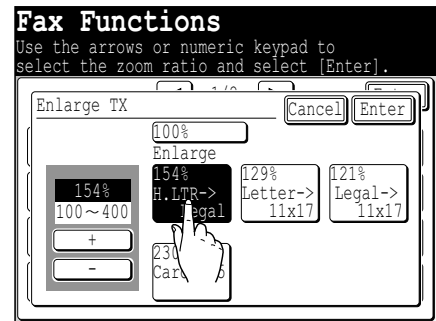
5 (1) Enlarged transmission is now set.
(2) Press **[Enter]**.
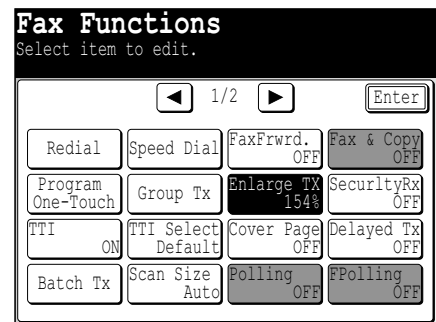
Fax Functions
Select item to edit.

◄ 1/2 ►   Enter

Redial | Speed Dial | FaxFrwrd. OFF | Fax & Copy OFF
Program One-Touch | Group Tx | Enlarge TX 154% | SecurltyRx OFF
TTI ON | TTI Select Default | Cover Page OFF | Delayed Tx OFF
Batch Tx | Scan Size Auto | Polling OFF | FPolling OFF

6 Specify the location.
If the document was sent using the one-touch keys or the Address Book, the document will be scanned and transmission started.
If locations were specified using the numeric keypad, speed-dials or broadcast, proceed to step 7.

Fax Ready   Fax Ready Mode

Sep 24 2004 01:30pm   Memory   99%
Resolution Normal   Index   ◄ 1/2 ►
Contrast Normal   Atlanta Office | New York Office | Los Angels Office
Broadcast OFF   Chi Off | Houston Office | Seattle Office
Monitor   Lond Office | Paris Office | Hong Kong Office
Tx Report OFF   Tokyo Office | Domestic Sales Dep | Overseas Sales Dep
Others   ◄ All | Numeric List | AB ►

7 Press **START**. Enlarged transmission begins.
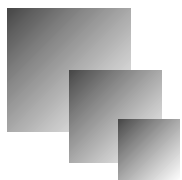
Sending One Section of Document (Scan Size)

You can set the scanning size in advance to send faxes. This is useful when you only want to send one part of a document or want to specify a fixed size for documents. (Sectional transmission)
When sending documents from the ADF, this becomes the designation for document width.

Document Glass

*The standard document loading position becomes the scanning standard.

	Half-letter		
Half-letter ◻		Letter	Legal
Letter ◻			11"×17"
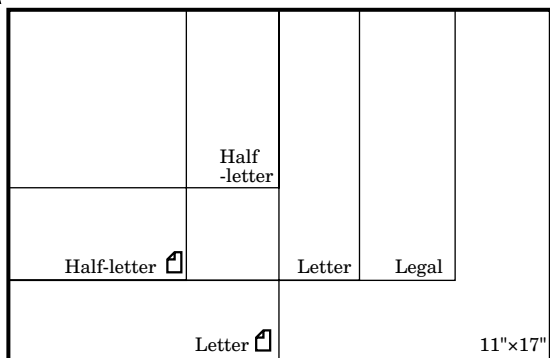
ADF

Scanning direction

Half-letter

Half-letter ◻/ Letter/Legal

Letter ◻/ 11"×17"
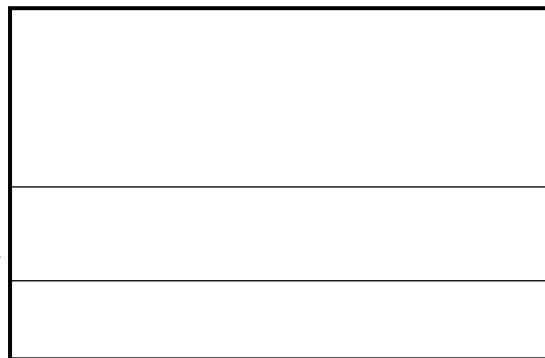
● Only the part corresponding to the size set is scanned.

● The standard loading position becomes the scanning standard.

● Only the width of the size set is scanned.

● If the document is longer than the size set, the part that is scanned is sent.

Reference ◯

How to load document (see page 1-42)

1 Load a document.

2 (1) Press **FAX**.
(2) Press **[Others]**.

```
Fax Ready                  Fax Ready Mode

      Sep 24 2004 01:30pm      Memory    100%
Resolution  Index              ◄   1/2   ►
   Normal
            Atlanta   New York  Los Angels
Contrast    Office    Office    Office
   Normal
            Chicago   Houston   Seattle
Broadcast   Office    Office    Office
      OFF
            London    Paris     Hong Kong
  Monitor   Office    Office    Office

Tx Report   Tokyo     Domestic  Overseas
      OFF   Office    Sales Dep Sales Dep

   Others   ◄   All   Numeric   AB    ►
                      List
```

3 Press **[Scan Size]**.

Fax Functions
Select item to edit.

◄ 1/2 ► Enter

Redial	Speed Dial	FaxFrwrd OFF	Fax & Copy OFF
Program One-Touch	Group Tx	Enlarge TX 100%	SecurltyRx OFF
TTI ON	TTI Select Default	Cover Page OFF	Delayed Tx OFF
Batch Tx	Scan Size Auto	Polling OFF	FPolling OFF

4 (1) Select the size to be scanned.
(2) Press **[Enter]**.

Fax Functions
Select the scanning size and select [Enter].

Scan Size   Cancel Enter

Auto

11x17   Legal   Letter

H.LTR   Letter↻   H.LTR↻
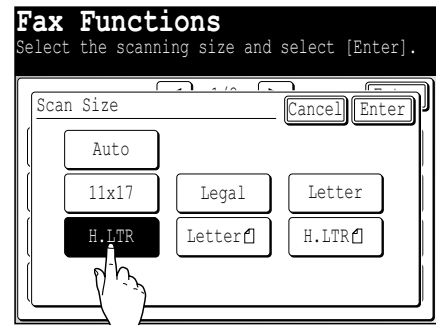
5 (1) The size to be scanned is now set.
(2) Press **[Enter]**.
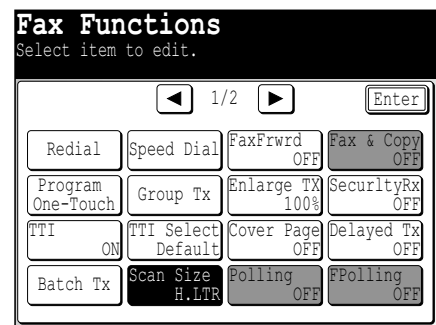
Fax Functions
Select item to edit.

◄ 1/2 ► Enter

Redial	Speed Dial	FaxFrwrd OFF	Fax & Copy OFF
Program One-Touch	Group Tx	Enlarge TX 100%	SecurltyRx OFF
TTI ON	TTI Select Default	Cover Page OFF	Delayed Tx OFF
Batch Tx	Scan Size H.LTR	Polling OFF	FPolling OFF

6 Specify the location.
If the document was sent using the one-touch keys or the Address Book, the document will be scanned and transmission started.
If receiving parties were specified using the numeric keypad, speed-dials or broadcast, proceed to step 7.

Fax Ready   Fax Ready Mode

Sep 24 2004 01:30pm   Memory   99%

Resolution Normal	Index	◄ 1/2 ►
Contrast Normal	Atlanta Office	New York Office	Los Angels Office
Broadcast OFF	Chicago Office	Houston Office	Seattle Office
Monitor	London Office	Paris Office	Hong Kong Office
Tx Report OFF	Tokyo Office	Domestic Sales Dep	Overseas Sales Dep
Others	◄ All	Numeric List	AB ►

7 Press **START**. Only the part of the document within the scanning size is sent.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

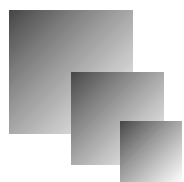FAX Chapter4

Common Settings

In This Case...

Appendix

OneLine + Distinctive Ring Detection (DRD)

Many phone companies now offer their customers a special service which makes it possible for one phone line to do the work of two. With this service, you physically still have one phone line, but, electronically, you have two phone numbers. Your phone recognizes these different numbers and rings differently for each one.

For example, this makes it easy for you to have both a business number and a home number on one phone line, so you can answer one with "Jane Doe Consulting," and the other with "Hello." This works because you can tell the difference between the distinctive patterns of the two rings.

Operating tips

In order to use OneLine + DRD, your phone company must set up your distinctive ring service. When signing your contract, also check the ring pattern allocated.

Ring pattern

Your fax has eight possible distinctive ring patterns for use with OneLine + DRD.
One of them should work with your phone company's DRD service. This chart lists the patterns:

Pattern	One complete ring pattern (seconds)
A	0.8 on, 0.4 off, 0.8 on, 4.0 off
B	0.4 on, 0.2 off, 0.4 on, 0.2 off, 0.8 on, 4.0 off
C	0.3 on, 0.2 off, 1.0 on, 0.2 off, 0.3 on, 4.0 off
D	1.0 on, 0.5 off, 1.0 on, 3.5 off
E	0.5 on, 0.5 off, 0.5 on, 0.5 off, 1.0 on, 3.0 off
F	0.5 on, 0.5 off, 1.0 on, 0.5 off, 0.5 on, 3.0 off
G	0.4 on, 0.6 off, 0.4 on, 4.6 off
H	1.5 on, 0.5 off, 0.5 on, 3.5 off

Example: pattern C is 0.3 seconds ringing, 0.2 seconds silent, 1 second ringing, 0.2 seconds silent, 0.3 seconds ringing and 4 seconds silent. Then it goes back to the first 0.3-second ring and starts over.

DRD settings

1 Press **SETTING**.

2 Press **[Fax Functions]**.

3 Press **[Other Settings]**.

4 Press **[Set DRD]**.

```
Other Settings
Select item to edit.
                ◄  1/3  ►          Enter
# of Redials      :2 Times
Redial Interval   :1 Min
Block Junk Fax
# of Rings         :2 Times
Set DRD
Dialing Pause      :  Second
```
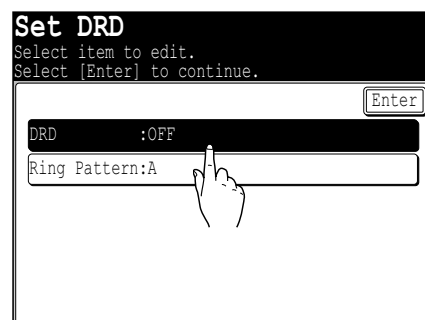
5 Press **[DRD]**.

```
Set DRD
Select item to edit.
Select [Enter] to continue.
                               Enter
DRD        :OFF
Ring Pattern:A
```
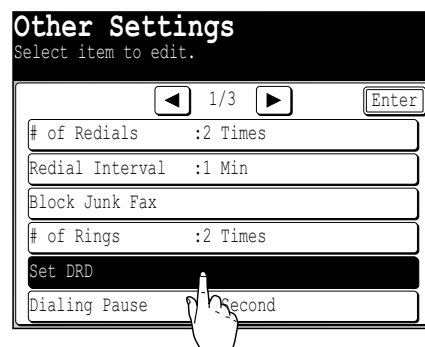
6 (1)Select **[ON]** to set DRD and **[OFF]** to release it.
(2)Press **[Enter]**.
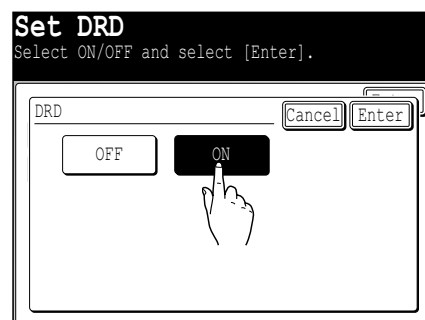
```
Set DRD
Select ON/OFF and select [Enter].

DRD                    Cancel  Enter

       OFF        ON
```

sidebar

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

7 If **[ON]** was selected, enter the ring pattern setting.
Press **[Ring Pattern]**.

```
Set DRD
Select item to edit.
Select [Enter] to continue.
                                    Enter
DRD       :ON
Ring Pattern:A
```

8 (1) Select the ring pattern allocated by your telecommunications company.
(2) Press **[Enter]**.

```
Set DRD
Select the ring pattern and
select [Enter].

Ring Pattern          Cancel  Enter

     A        B        C

              E        F

              H
```

Important

If your phone company gives you only very general ring pattern specifications, or if you encounter a problem while using your machine's DRD feature, please try ALL of the listed ring patterns.
If you still have a problem after trying all of the patterns, please call the Muratec Customer Support Center.
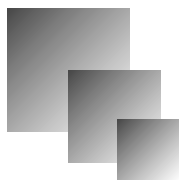
Using Alternative Phone Network Service Providers

By allocating a preference number entered in advance, you can easily access other phone networks when performing manual transmissions or making phone calls.

Registering dial prefixes
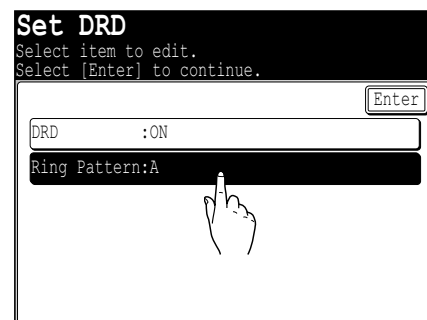
Register the dial prefix number in advance.

1 Press **SETTING**.

2 Press **[Fax Functions]**.

3 Press **[Other Settings]**.

4 (1) Press **[◄] [►]**.
(2) Press **[PreFix]**.

```
Other Settings
Select item to edit.

              ◄   3/3   ►          Enter
ECM Mode          :ON
Service Mode      :OFF
PreFix            :
Receive Time Stamp
```

5 (1) Enter the phone network access number using the numeric keypad.
(2) Press **[Enter]**.
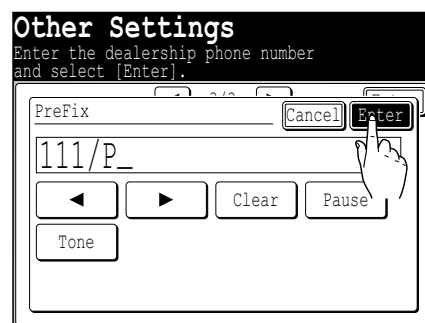
```
Other Settings
Enter the dealership phone number
and select [Enter].

PreFix                   Cancel  Enter
111/P_
   ◄      ►      Clear    Pause
  Tone
```

Note

· You can enter numbers up to 40 digits including numbers, #, * and Pause.
· If you must wait for another dial tone at dialing, press **[Pause]** to insert a pause (/P) at the end of the access number.
· Press **RESET** to return to the standby screen.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

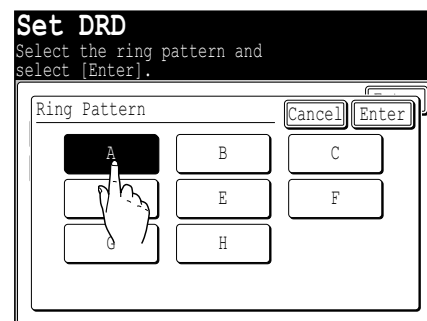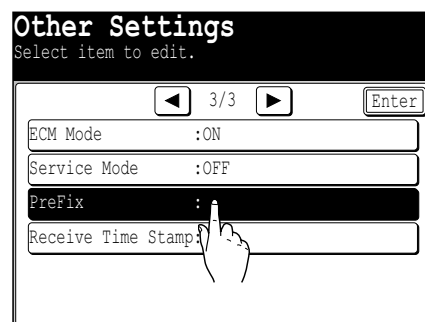Common Settings

In This Case...

Appendix

Using dial prefixes to send faxes
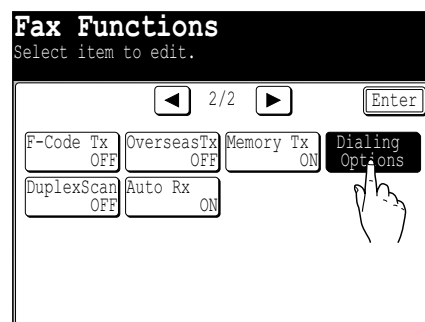
1 Load a document.

2 Press **FAX**.

3 Press **[Others]**.

4 (1) Press **[◄]** or **[►]**.
(2) Press **[Dialing Options]**.

Fax Functions
Select item to edit.

| | ◄ | 2/2 | ► | | Enter |

| F-Code Tx OFF | OverseasTx OFF | Memory Tx ON | Dialing Options |
| DuplexScan OFF | Auto Rx ON | | |

Note

· You can't enter Dial Prefix followed by the one-touch key or speed-dial. To dial using the one-touch key or speed-dial, you must instruct your fax machine to access the alternative phone network when you store the phone number.
· Press **RESET** to cancel the settings.

5 (1) Press **[PreFix]**, then enter the fax number using the numeric keypad.
(2) Press **[Enter]**.

Fax Functions

Fax No.   Cancel Enter

/N123456789_

| ◄ | ► | Clear | - |
| Pause | Tone | PreFix | Edit |
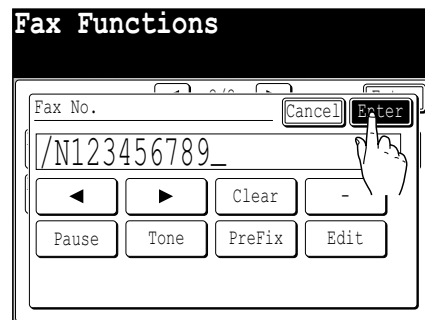
6 Press **START**.

Using dial prefix to make a phone call

1 Pick up the optional handset or press **[Monitor]** to hear the dial tone.

2 Press **[Others]**.

3 Press **[PreFix]**.

Tel Functions
Select item to edit.

Enter

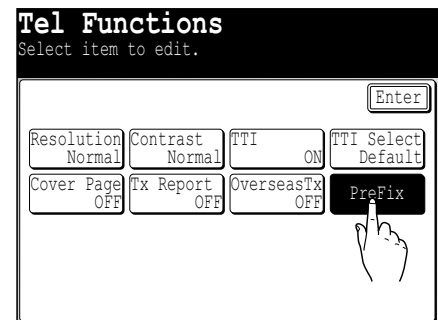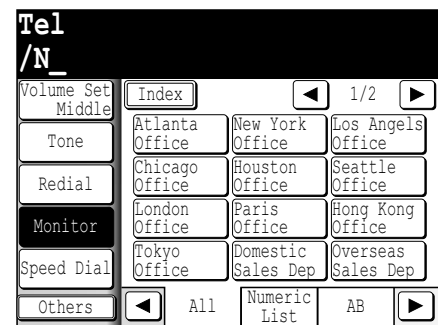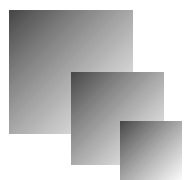|			
Resolution Normal	Contrast Normal	TTI ON	TTI Select Default
Cover Page OFF	Tx Report OFF	OverseasTx OFF	PreFix

Note

You can't enter Dial Prefix followed by the one-touch key or speed-dial. To dial using the one-touch key or speed-dial, you must instruct your fax machine to access the alternative phone network when you store the phone number.

4 Enter the phone number.

Tel
/N_

Volume Set Middle

Index ◄ 1/2 ►

Tone

Redial

Monitor

Speed Dial

Others ◄ All Numeric List AB ►

Atlanta Office	New York Office	Los Angels Office
Chicago Office	Houston Office	Seattle Office
London Office	Paris Office	Hong Kong Office
Tokyo Office	Domestic Sales Dep	Overseas Sales Dep

5 Talk to the other party.

Tel
/N123456_

Volume Set Middle

Index ◄ 1/2 ►

Tone

Redial

Monitor

Speed Dial

Others ◄ All Numeric List AB ►

Atlanta Office	New York Office	Los Angels Office
Chicago Office	Houston Office	Seattle Office
London Office	Paris Office	Hong Kong Office
Tokyo Office	Domestic Sales Dep	Overseas Sales Dep

Masking the PIN

What is PIN masking?

To prevent unauthorized long-distance calls, some office phone systems require you to enter a personal identification number (PIN) whenever you dial long distance.

Your fax's PIN mask feature helps you keep that PIN number private. With the PIN mask activated, you can dial a fax number plus a PIN, but the PIN will not appear in a journal, error message printout, delayed command list or a TCR. The PIN may be up to eight characters in length. It also can include the * or # symbols, and it can be entered from the numeric keypad.

There are three possible settings for the PIN mask:

●Off .... Turns off the PIN mask feature. Any PIN you enter will appear on any display or printout which shows the number you dial.

●Mode 1............ Each remote fax unit has a departmental PIN access code.

●Mode 2 .... Each fax user has a departmental PIN access code.
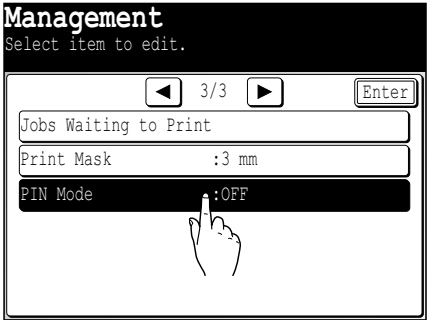
Note

If you select either Mode 1 or Mode 2 and will be using Batch Transmission (see page 3-64), you must store the PIN access code for the remote unit within the appropriate batch box.

Operating tips

For this feature to work, you must have activated the protect passcode as described on page 4-36. You must also know the passcode.
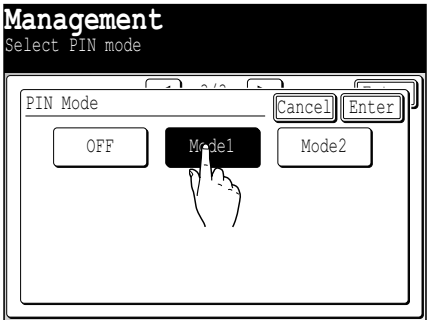
Setting PIN mask

1 Press **SETTING**.

2 Press **[Management]**.

3 (1) Press **[◀]** or **[▶]**.
(2) Press **[PIN Mode]**.

Management
Select item to edit.

◀	3/3	▶		Enter

Jobs Waiting to Print

Print Mask   :3 mm

PIN Mode   :OFF

Note ◯

Select **[OFF]** to release
the setting.

4 Select desired mode.

Management
Select PIN mode

PIN Mode   Cancel Enter

OFF   Mode1   Mode2

Note ◯

Press **RESET** to return to
the standby screen.

5 Press **[Enter]**.
When you select **[Mode 1]** or
[Mode 2], the PIN mask has
been set.
When you select **[OFF]**, the set-
ting has been released.

Entering speed-dials (Mode 1)

In Mode 1, you must add the PIN to the speed-dial number. Transmission is not possible if a PIN number has not been entered. If Mode 2 has been set, the following entry is not necessary.

Note

See page 3-162, if necessary.

1 Create or change an entry using the one-touch key or speed-dial.

2 While setting up, the machine asks you to enter the PIN. Select **[PIN]** and press **[Enter]**.

```
002:New York Office
Select the line item you want to edit.
Select [Enter] to continue.
                                    Enter
Fax No. :2222-2222
Name    :New York  Office
Group No:01,02,03
PIN     :
```

3 Use the numeric keypad to enter the desired PIN, up to eight characters in length.

```
002:New York  Office
Enter PIN

PIN                    Cancel Enter
12345678_
   ◄       ►      Clear
```

4 Press **[Enter]** to save the PIN.

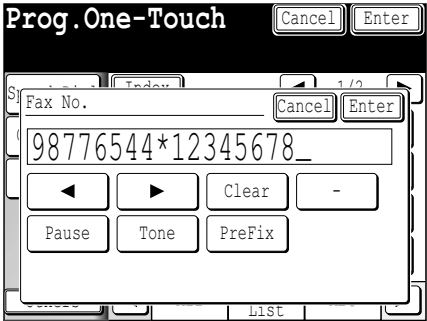**5** Press **[Enter]** to save the speed-dial setting.

Note

· If you press **[Enter]** without entering the PIN, the machine beeps, displaying "PIN is not stored" on the touch screen, and then returns to step 2.
· Press **RESET** to return to the standby screen.

Entering program one-touch keys (Mode 1)

In Mode 1, you must add the PIN to the program one-touch key. Transmission is not possible if a PIN number has not been entered. If Mode 2 has been set, the following entry is not necessary.
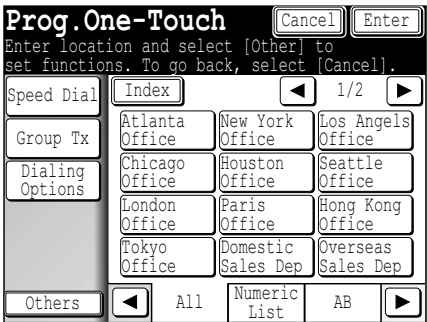
Note

See page 3-174, if necessary.

1 Create or change an entry using the program one-touch key.

2 Enter the phone number, then press the * ("star") to enter the PIN.
The PIN always goes last.
For example, to dial 98776544 with a PIN of "12345678", enter 98776544*12345678.

```
Prog.One-Touch          [Cancel] [Enter]

S[       ][Index]        [◄] 1/2 [►]
  Fax No.               [Cancel] [Enter]

  98776544*12345678_

  [ ◄ ] [ ► ] [ Clear ] [ - ]

  [ Pause ] [ Tone ] [ PreFix ]

                        List
```

Note

· If you press **[Enter]** without entering the PIN, the machine beeps, displaying "PIN is not stored" on the touch screen, and then returns to step 2.
· Press **RESET** to return to the standby screen.

3 Press **[Enter]** to save the number.

```
Prog.One-Touch          [Cancel] [Enter]
Enter location and select [Other] to
set functions. To go back, select [Cancel].
Speed Dial  [Index]        [◄] 1/2 [►]
            Atlanta   New York  Los Angels
Group Tx    Office    Office    Office
            Chicago   Houston   Seattle
Dialing     Office    Office    Office
Options     London    Paris     Hong Kong
            Office    Office    Office
            Tokyo     Domestic  Overseas
            Office    Sales Dep Sales Dep
  [ Others ] [◄]  All  [Numeric] [ AB ] [►]
                       [ List ]
```

4 Press **[Others]**, perform the necessary entries, and then press **[Enter]** to save the settings.

Dialing while using the PIN mask

■ If you select Mode 1 - use "star" power

1 Load a document.

Note

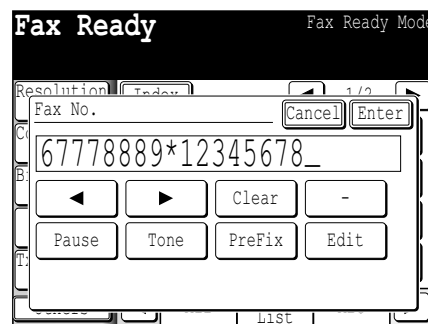To create speed-dial or one-touch key for transmission, the PIN needs to be registered in advance.

2 (1) Press **FAX**.
(2) Enter the location.
If the location was selected using the numeric keypad, proceed to step 3. If it was selected using speed-dial or one-touch key, the transmission will begin here.

3 Enter the phone number, then press the * ("star") and enter the PIN.
The PIN always goes last.
For example, to dial 6777888999 with a PIN of "12345678", enter 6777888999 *12345678:

```
Fax Ready                    Fax Ready Mode

Resolution  Index              1/2
 Fax No.                      Cancel  Enter

 67778889*12345678_

  ◄        ►      Clear      -

 Pause    Tone    PreFix    Edit

                          List
```

Note

Press **RESET** to cancel the settings.

4 Press **[Enter]**.

5 Press **START**. The PIN disappears from the display, and your machine dials the desired phone number.

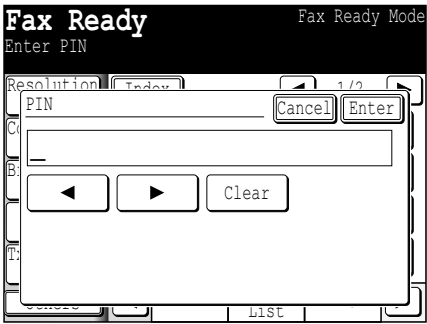■ If you select Mode 2 - the machine guides you

1 Load a document.

2 (1) Press **FAX**.
(2) Enter the location.

3 Press **START**. The touch screen shows:

```
Fax Ready                    Fax Ready Mode
Enter PIN
Resolution  Index         ◄  1/2  ►
 PIN                      Cancel  Enter
C
 _
B
   ◄       ►      Clear
T
                          List
```

4 Use the numeric keypad to enter the PIN.

```
Fax Ready                    Fax Ready Mode
Enter PIN
Resolution  Index         ◄  1/2  ►
 PIN                      Cancel  Enter
C
 12345678_
B
   ◄       ►      Clear
T
                          List
```
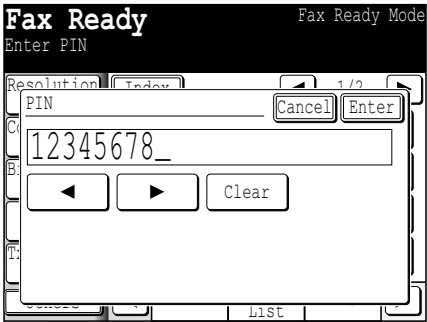
5 Press **[Enter]**.
Your machine dials the number.
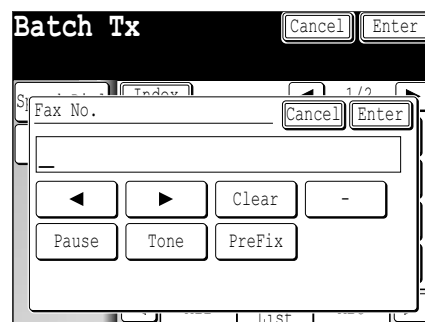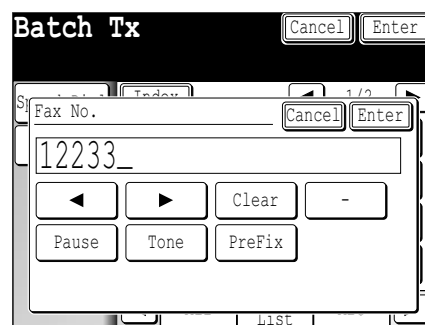
Performing batch transmission while using the PIN mask

If you select either Mode 1 or Mode 2 and will be using Batch Transmission (see page 3-64), you must store the PIN access code for the remote unit within the appropriate batch box.

1 Follow the steps for creating or modifying a batch box. (see page 3-64)

The touch screen asks for the fax number.

```
Batch Tx                    Cancel   Enter

Sp   Index            ◄  1/2  ►
    Fax No.                  Cancel  Enter

    _

    ◄        ►        Clear      -
    Pause    Tone     PreFix

                      List
```

2 Use the numeric keypad to enter the fax number to which the batch transmission should go.

```
Batch Tx                    Cancel   Enter

Sp   Index            ◄  1/2  ►
    Fax No.                  Cancel  Enter

    12233_

    ◄        ►        Clear      -
    Pause    Tone     PreFix

                      List
```
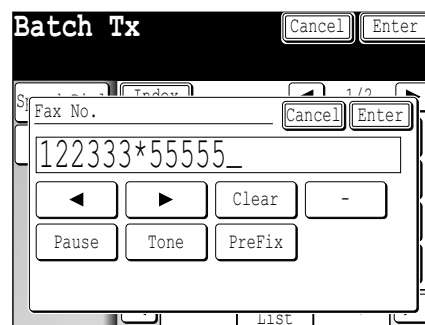
Important

When using Mode 2, you can not specify the destination using the speed-dials. Even if the number you want to register in the batch transmission has been registered in the speed-dials, use the numeric keypad to enter the destination according to the procedure.

When using Mode 1, if the destination was specified using the speed-dials, proceed to step 4.

3 Follow the fax number by the * ("star") and enter the PIN.

```
Batch Tx                    Cancel   Enter

Sp   Index            ◄  1/2  ►
    Fax No.                  Cancel  Enter

    122333*55555_

    ◄        ►        Clear      -
    Pause    Tone     PreFix

                      List
```

4 Press **[Enter]** to save the setting.

Now you can perform batch transmission to this box while the PIN mask is activated.

Note

Press **RESET** to return to the standby screen.

Communication Management

FAX

Managing Communications

You can print out the communications results and check whether they were successful or not.

●Journal report.......... You can print out a list of communications results.

   Tx report.................. You can print out the transmission status of the 100 most recent faxes.

   Rx report   You can print out the receipt status of the 100 most recent faxes.

   Tx and Rx reports ... You can print out the status of the 100 most recent sent/received faxes in total.

Note

· The journal records (faxes) beyond the last 100 are automatically erased in turn with each new fax sent/received.

· The journal report is generally printed out in the time order of communication. However, when a job is auto redialed, you can also sort by the recipients name to "Line up" in print it out. Refer to "Line up" in "Device management setting list" on page 4-36.
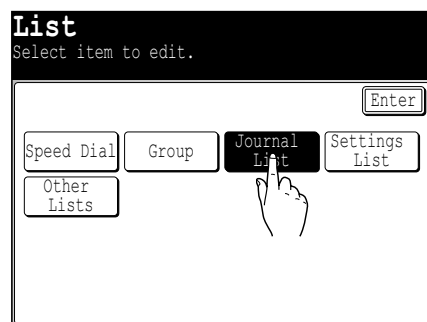
●Tx confirmation report ..... You can check the results of each fax sent, such as the number of pages and communications mode.
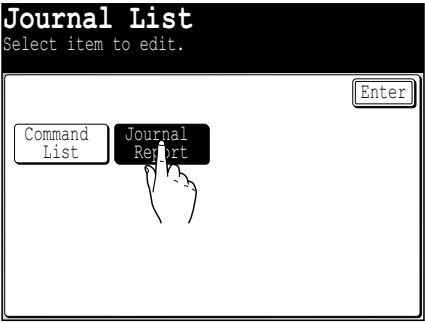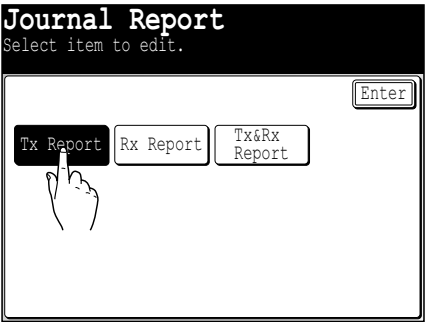
Printing journal report
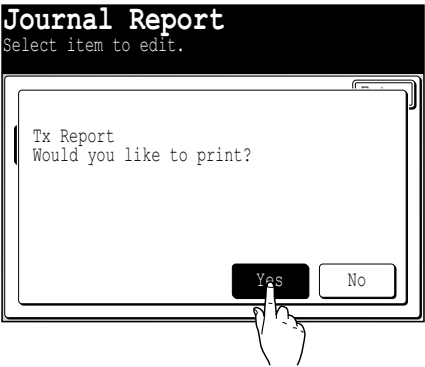
1 Press **LIST**.

2 Press **[Journal List]**.

3 Press **[Journal Report]**.

```
Journal List
Select item to edit.

                              Enter

 Command    Journal
  List      Report
```

4 Select the type of report you want to print out.

```
Journal Report
Select item to edit.

                              Enter

 Tx Report  Rx Report   Tx&Rx
                        Report
```

5 Press **[Yes]**.

```
Journal Report
Select item to edit.


 Tx Report
 Would you like to print?



                      Yes    No
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

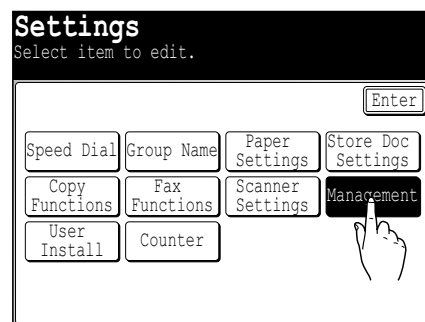Appendix

Printing journal report automatically

You can have a "Tx/Rx Report" print out automatically once the total of the most recently sent/received faxes reaches 100.
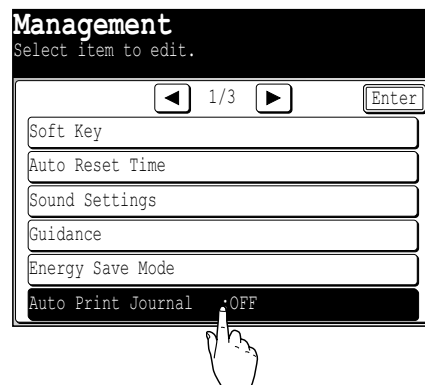
Note ○

Either "Tx Report" or "Rx Report" cannot be printed out automatically.

1 Press **SETTING**.
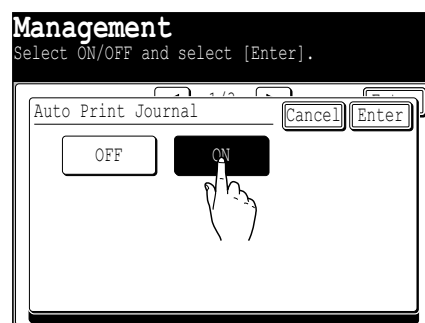
2 Press **[Management]**.

```
Settings
Select item to edit.
                                    Enter

Speed Dial  Group Name  Paper      Store Doc
                        Settings   Settings
Copy        Fax         Scanner    Management
Functions   Functions   Settings
User        Counter
Install
```

3 Press **[Auto Print Journal]**.

```
Management
Select item to edit.
           ◄  1/3  ►          Enter
Soft Key
Auto Reset Time
Sound Settings
Guidance
Energy Save Mode
Auto Print Journal    :OFF
```

Note ○

Press **[OFF]** to cancel the setting.

4 (1) Press **[ON]** to perform automatic output.
(2) Press **[Enter]**.

```
Management
Select ON/OFF and select [Enter].

Auto Print Journal          Cancel Enter

      OFF             ON
```

5 Automatic output is now set.

How to read journal report

Printout Example

```
Dallas Office        Fax:1234567890
General dep.
Account dep.


              ** Receipt Journal **

  P.2                                    Sep 24 2004 01:30pm

No. Name              Mode     Start Time    Time Page  Dept   Result     Note

001 New York Office   Normal   09/24 13:36   0'32"  1          * O K

002 Chicago Office    Normal   09/24 13:44   0'25"  1          * O K   Security Box
```

```
Dallas Office        Fax:1234567890
General dep.
Account dep.


              ** Transmit Journal **

  P.1                                    Sep 24 2004 01:30pm

No. Name              Mode     Start Time    Time Page  Dept   Result     Note

001 Chicago Office    Fine     09/24 13:35   0'33"  2          * O K

002 New York Office   Normal   09/24 13:37   0'27"  1          * O K   FCode

003 London Office     Normal   09/24 13:39   0'49"  3          * O K   Broadcast

004 Paris Office      Normal   09/24 13:40   0'49"  3          * O K   Broadcast

005 Tokyo Office      Normal   09/24 13:46   0'22"  1          * O K

    1        2            3          4      5   6    7     8         9
```

1. No.
Communications (fax) number

2. Name
Information is recorded in the following order.
(1) Contact name registered in speed-dial etc. (transmission only)
(2) Fax numbers registered in speed-dial or those designated by the numeric keypad (transmission only)
(3) TTI registered in the receiving party
(4) TTI number registered in the receiving party
(5) Blank

3. Mode
Resolution used for the fax

4. Start time
Time communications started

5. Time
Time required from the start to the completion of communications.

6. No. of pages
Number of pages communicated

7. Dept.
When "Department Management" has been set, the department number is recorded here.

8. Result
Communications results as follows are printed here.
· OK........................... Completed normally
· * .... Communications were performed in ECM mode.
· # .... Communications were performed via super G3.
· Error codes .... Finished abnormally. Resend your document. (For details of error codes, refer to page 5-25.)

9. Note
· Polling..................... Indicates polling.
· F-Code .... Indicates F-code transmission.
· F-Code polling .... Indicates F-Code polling.
· Security box............. Indicates F-code security box communications.
· F-Code relay .... Indicates F-code relay command communications.
· Bulletin box .... Indicates F-code bulletin box communications.
· Broadcast................. Indicates broadcast communications.
· Batch Tx .... Indicates batch transmission.
· Manual .... Indicates manual transmission or reception.
· Forward .... Indicates fax forwarding communications.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

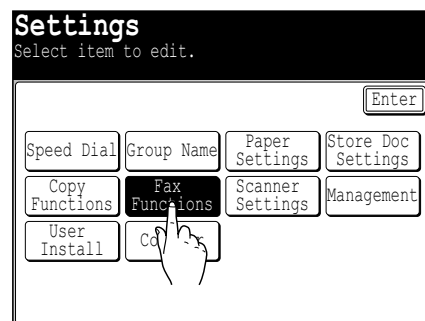FAX Chapter4

Common Settings

In This Case...

Appendix

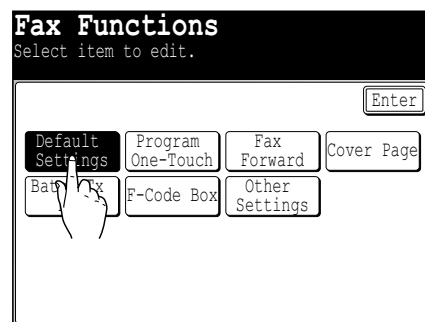## Transmission confirmation report setting

Select "ON" for this setting to have the machine print out a transmission confirmation report for each transmission. This can be set to "ON" or "OFF" for each fax.
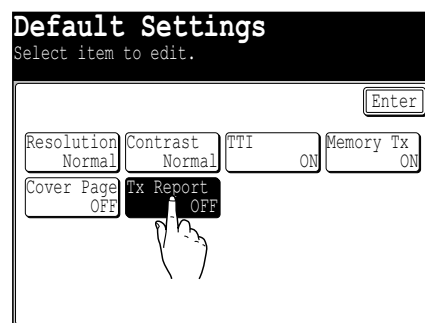
1 Press **SETTING**.

2 Press **[Fax Functions]**.

```
Settings
Select item to edit.
                                          Enter
Speed Dial  Group Name   Paper      Store Doc
                         Settings   Settings
Copy        Fax          Scanner    Management
Functions   Functions    Settings
User        Co
Install
```

3 Press **[Default Settings]**.

```
Fax Functions
Select item to edit.
                                          Enter
Default     Program      Fax        Cover Page
Settings    One-Touch    Forward
Bat  Tx     F-Code Box   Other
                         Settings
```

4 Press **[Tx Report]**.

```
Default Settings
Select item to edit.
                                          Enter
Resolution  Contrast   TTI        Memory Tx
  Normal      Normal         ON          ON
Cover Page  Tx Report
       OFF        OFF
```

5 (1) Press **[ON]** to automatically print out a transmission report each time a fax is sent.
(2) Press **[Enter]**.

```
Default Settings
Select ON/OFF and select [Enter].

Tx Report              Cancel  Enter
     OFF        ON

           OK
```
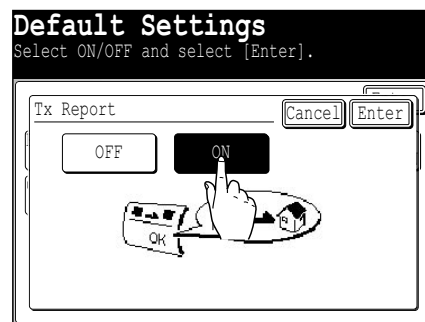
6 Transmission report is now set.

Issuing a one-off transmission confirmation report

This function can be temporarily set to "ON" or "OFF", regardless of the transmission confirmation report setting. It will take effect only for the following fax just after setting it. When the current job ends, the machine will perform the setting and then back to default.
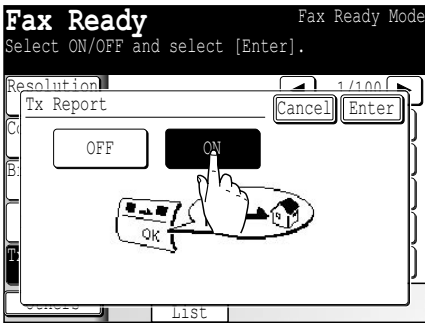
1 Press **FAX**.

2 Press **[Tx Report]**.

```
Fax Ready                    Fax Ready Mode
        Sep 24 2004 01:30pm      Memory   100%
Resolution  Index              ◄   1/2   ►
 Normal
Contrast   Atlanta   New York  Los Angels
 Normal    Office    Office    Office
Broadcast  Chicago   Houston   Seattle
           Office    Office    Office
      OFF
           London    Paris     Hong Kong
 Monitor   Office    Office    Office
Tx Report  Tokyo     Domestic  Overseas
      OFF  Office    Sales Dep Sales Dep
           ◄   All   Numeric   AB    ►
                     List
```

Note

· When the transmission report is set to **[ON]**, select **[OFF]** here not to print out a report temporarily.
· Press **RESET** to cancel the settings.

3 (1) Press **[ON]** to issue a one-off transmission report.
(2) Press **[Enter]**.

```
Fax Ready                    Fax Ready Mode
Select ON/OFF and select [Enter].
Resolution                   ◄   1/100  ►
 Tx Report          Cancel  Enter
C
      OFF       ON
B
                OK

                         List
```

4 Send the fax. If you select **[ON]**, a transmission report will be issued upon completion of the transmission.
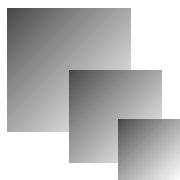
Blocking Junk Faxes

You can block junk faxes several ways, such as only allowing faxes to be received from numbers registered in one-touch key   or speed-dial or by setting the machine to block faxes from designated numbers.

Operating tips

There are 3 ways to block junk faxes.

Mode 1:   This method sets the machine to receive faxes only from contacts registered in one-touch key and speed-dial. The last four digits of the registered fax number are checked against the contact's ID, and the fax will only be received if they match.

Mode 2:   This method requires you to register specific junk fax numbers, and then the machine blocks any faxes from those numbers. The final four to eight digits of the applicable fax numbers are registered. Up to 50 contacts (fax numbers) can be entered.

Mode 3:   This method is a combination of methods 1 and 2. The machine blocks faxes from any numbers not registered in one-touch key or speed-dial. The machine also blocks faxes from contacts registered as junk fax numbers.
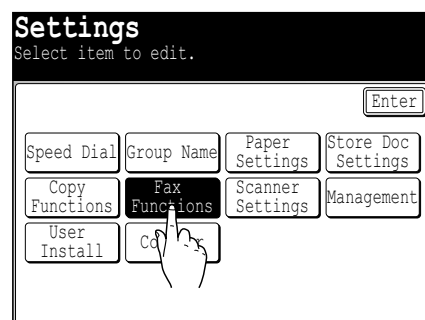
OFF: Junk faxes are not blocked.

Mode 1	Mode 2	Mode 3
Receive / Not Receive	Not receive / Receive	Not receive / Not receive
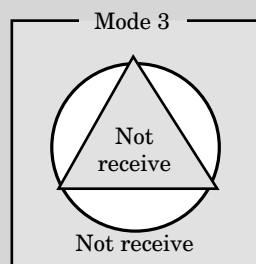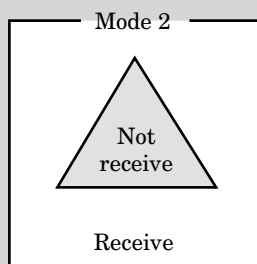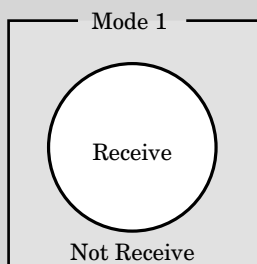
☐ :Incoming numbers
◯ :Numbers registered in one-touch key and speed-dial
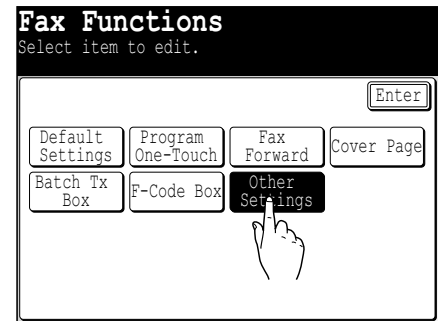△ :Numbers registered as junk fax numbers

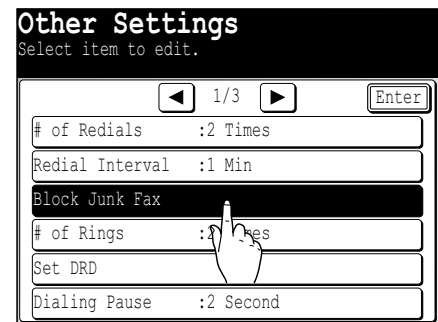## Set block junk faxes   Default: OFF

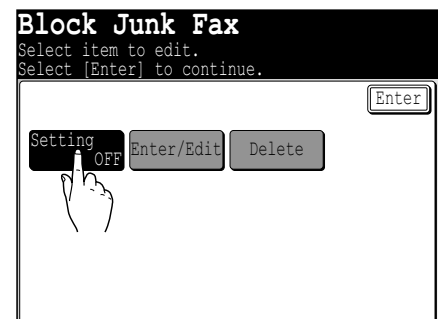**1** Press **SETTING**.

2 Press **[Fax Functions]**.

Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings
Copy Functions | Fax Functions | Scanner Settings | Management
User Install | Co

3 Press **[Other Settings]**.

Fax Functions
Select item to edit.

Enter

| Default Settings | Program One-Touch | Fax Forward | Cover Page |
| Batch Tx Box | F-Code Box | Other Settings | |

4 Press **[Block Junk Fax]**.

Other Settings
Select item to edit.

◄ 1/3 ► Enter

# of Redials :2 Times
Redial Interval :1 Min
Block Junk Fax
# of Rings :2 Times
Set DRD
Dialing Pause :2 Second

5 Press **[Setting]**.

Block Junk Fax
Select item to edit.
Select [Enter] to continue.

Enter

Setting OFF   Enter/Edit   Delete

Note block:

Note

Press **RESET** to return to the standby screen.

6 (1) Select the mode.
(2) Press **[Enter]**. The setting procedure finishes here if you select **[OFF]** or **[Mode 1]**.
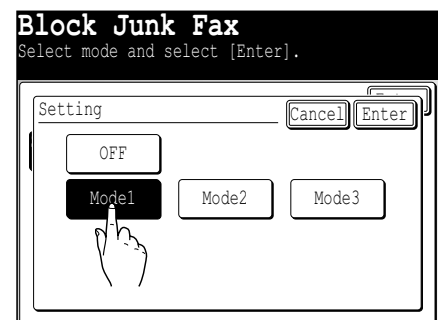
Block Junk Fax
Select mode and select [Enter].

Setting   Cancel Enter

OFF

Mode1   Mode2   Mode3

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

■ If you select Mode 2 or Mode 3

Enter the numbers of the contacts whose faxes you want to block.
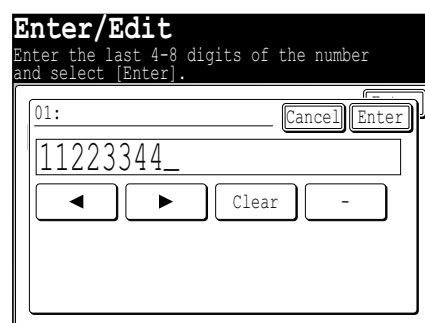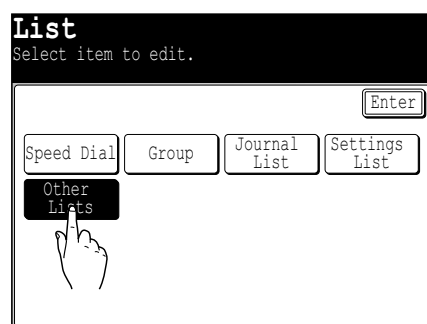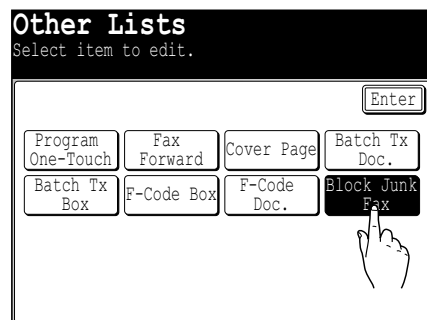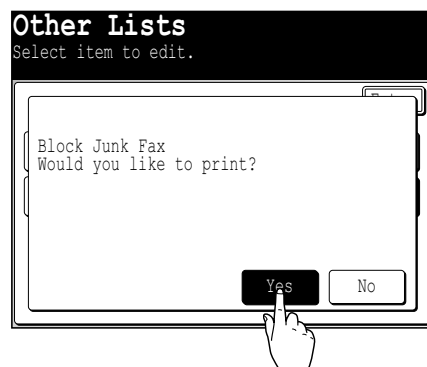
7 Press **[Enter/Edit]**.
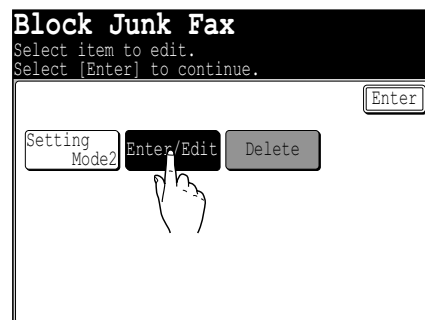
```
Block Junk Fax
Select item to edit.
Select [Enter] to continue.
                                    Enter

Setting   Enter/Edit   Delete
   Mode2
```

8 Press edit box.

```
Enter/Edit
Select a number to enter/edit.
                                    Enter

01:
```

9 (1)Using the numeric keypad, enter the last four to eight digits of the fax number you want to block.
(2)Press **[Enter]**.

```
Enter/Edit
Enter the last 4-8 digits of the number
and select [Enter].

01:              Cancel Enter

11223344_

◄      ►      Clear      -
```

Note

Press **RESET** to return to the standby screen.

10 To continue to enter other numbers, repeat from step 8.

Deleting registered number

1 Press **SETTING**.

2 Press **[Fax Functions]**.

3 Press **[Other Settings]**.

4 Press **[Block Junk Fax]**.

5 Press **[Delete]**.

```
Block Junk Fax
Select item to edit.
Select [Enter] to continue.
                                    Enter

 Setting    Enter/Edit   Delete
    Mode2
```

6 Select the number you want to delete.

```
Delete
Select a number to delete.
Select [Enter] to continue.
                                    Enter
 01:11223344
 01:12345678
 03:22233344
```

Note

Press **[No]** to return to step 6 without deleting the number.
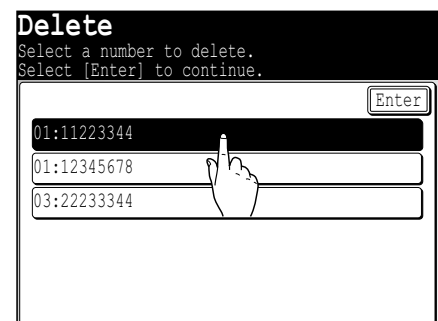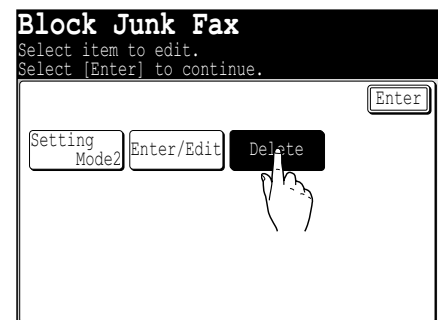
7 Press **[Yes]** to delete.

```
Delete
Select a number to delete.
Select [Enter] to continue.

   01:11223344
   Would you like to delete?

                           Yes     No
```

Note

Press **RESET** to return to the standby screen.

8 The selected number is deleted. To continue to delete other numbers, repeat from step 6.

Printing block junk list

1 Press **LIST**.

2 Press **[Other Lists]**.

List
Select item to edit.

Enter

Speed Dial | Group | Journal List | Settings List
Other Lists

3 Press **[Block Junk Fax]**.

Other Lists
Select item to edit.

Enter

Program One-Touch | Fax Forward | Cover Page | Batch Tx Doc.
Batch Tx Box | F-Code Box | F-Code Doc. | Block Junk Fax

4 Press **[Yes]**.

Other Lists
Select item to edit.

Block Junk Fax
Would you like to print?

Yes | No

Printout Example

Dallas Office   Fax:123-456-7890
General dep.
Account dep.

** Block Junk Fax List **

P.1   Mode2   Sep 24 2004 01:50pm

No.	Telephone #	No.	Telephone #	No.	Telephone #
1	11223344	2	12345678	3	223344

Fax Settings

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3
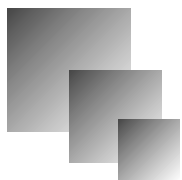
FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

FAX

Entering/Editing Speed-Dial

●Up to 500 receiving parties frequently used for fax transmission can be registered. The numbers registered in speed-dial 001 to 048 are the same as one-touch numbers 01 to 48. For example, the receiving party registered for one-touch key 01 is the same as the receiving party registered for speed-dial 001.
●The location displayed in the Address Book shows the speed-dial in alphabetical order.
●In addition to the each contact's name and fax number, you can also enter the group numbers in speed-dial.

Operating tips

The following items can be entered in speed-dial. Prepare the necessary information in advance.
·Number of contact : Up to 40 digits can be set.
·Name of contact : Up to 24 characters can be set.
·Group No. : Group numbers are entered here when speed-dials are divided into groups. This enables you to send faxes and retrieve information by group.
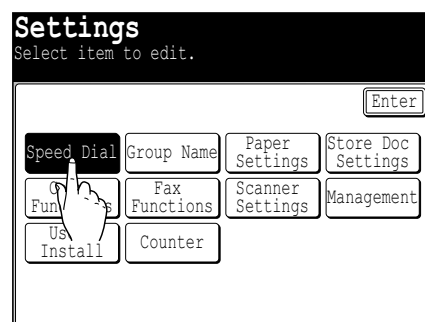
Reference ●

You can also allocate a name to each group. (see page 3-188)
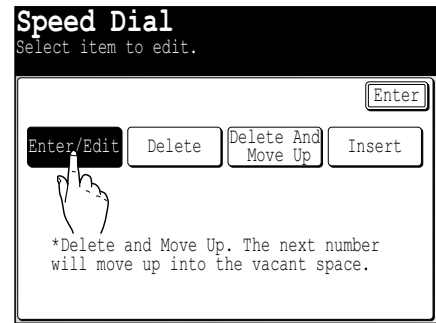
Entering/Editing

This describes the procedure for entering a fax number and/or name in the speed-dial. You can change the number or name by overwriting or deleting the existing information in each step.
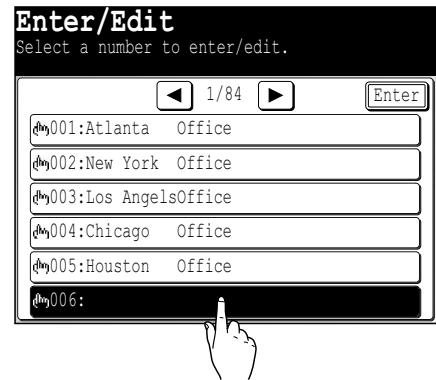
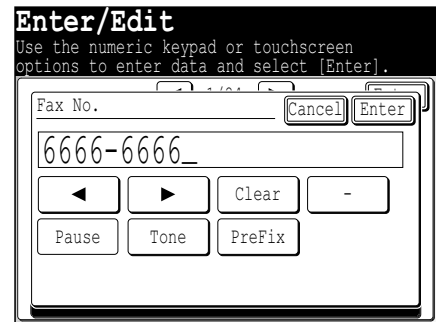**1** Press **SETTING**.

2 Press **[Speed Dial]**.

3 Press **[Enter/Edit]**.

Speed Dial
Select item to edit.

			Enter
Enter/Edit	Delete	Delete And Move Up	Insert

*Delete and Move Up. The next number will move up into the vacant space.

Note

Press **[◄] [►]** to change the screen.

4 Press the speed-dial number you want to enter.

Enter/Edit
Select a number to enter/edit.

◄ 1/84 ► Enter

001:Atlanta   Office
002:New York   Office
003:Los AngelsOffice
004:Chicago   Office
005:Houston   Office
006:

Note

When entering a contact's details for the first time, the contact's fax number entry screen will be displayed. To change the contact's number, press "Fax No." to display the entry screen, then re-enter the number.

Reference

Pause and other dialing symbols can be also entered. (see page 3-6)

5 (1) Use the numeric keypad to enter the contact's fax number. (Up to 40 digits)
(2) Press **[Enter]**.

Enter/Edit
Use the numeric keypad or touchscreen options to enter data and select [Enter].

Fax No.   Cancel Enter

6666-6666_

| ◄ | ► | Clear | - |
| Pause | Tone | PreFix | |

6 Enter the contact's name.
(1) Press **[Name]**.

006:6666-6666
Select the line item you want to edit.
Select [Enter] to continue.

Enter

Fax No. :6666-6666
Name   :
Group No:

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

(2) Enter the contact's name.
(3) Press **[Enter]**.

```
Name                    Cancel    Enter

Seattle  Office_
                ◄   ►   Clear    16/ 24

1  2  3  4  5  6  7  8  9  0
Q  W  E  R  T  Y  U  I  O  P
  A  S  D  F  G  H  J  K  L
_  Z  X  C  V  B  N  M  .  @

 Lower     Symbol     Space
```

7 When using groups, enter the group number.
(1) Press **[Group No]**.

```
006:Seattle    Office
Select the line item you want to edit.
Select [Enter] to continue.
                                Enter

Fax No. :6666-6666

Name    :Seattle   Office

Group No:
```

(2) Select the applicable group number.
(3) Press **[Enter]**.

```
006:Seattle    Office
Select Group Number

Group No              Cancel  Enter
01:Domesti 02:Group A 03:Group B   ▲
c
04:Group C 05:Group D 06:Asia
07:Minutes 08:       09:
10:        11:       12:          ▼
```

8 A list of the entered information is displayed.

```
🖐006:Seattle    Office
Select line item you want to edit.
Select [Enter] to continue.
                                    [Enter]
 ┌──────────────────────────────────┐
 │Fax No. :6666-6666                │
 └──────────────────────────────────┘
 ┌──────────────────────────────────┐
 │Name    :Seattle   Office         │
 └──────────────────────────────────┘
 ┌──────────────────────────────────┐
 │Group No:01,02                    │
 └──────────────────────────────────┘
```

Note

Press **RESET** to return to the standby screen.

9 To continue to enter other speed-dials, press **[Enter]**, then repeat from step 4.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

In this case

To enter the contact name in the one-touch keys....

Enter the name of the contacts registered in speed-dials 001 to 048 on the one-touch name labels, and then paste them onto the corresponding one-touch keys. The one-touch name labels are included in the instruction kit.

Entering method 1: Entering directly into unregistered speed-dials

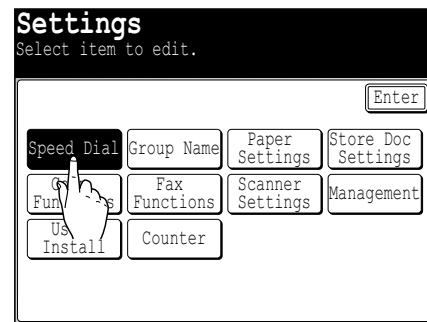By pressing unregistered speed-dials, the entering operation becomes automatically available.

1 Press **FAX** to display the Fax standby screen.

■ **When selecting from the Address Book**

2 (1) Press **[Numeric List]**.
(2) Press an unregistered speed-dial.

```
Fax Ready                    Fax Ready Mode
         Sep 24 2004 01:30pm   Memory   100%
Resolution  Index          ◄   2/100  ►
  Normal
Contrast    006:Seattle   Office
  Normal     007:
Broadcast    008:
    OFF      009:
Monitor      010:
Tx Report
    OFF
Others    ◄   All   Numeric   AB    ►
                          List
```
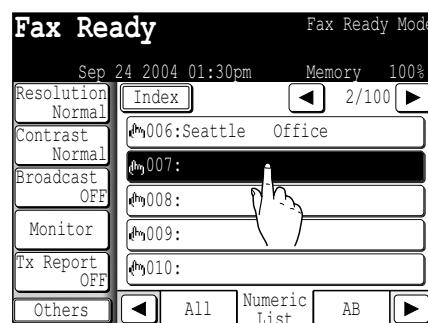
■ **When selecting from the one-touch keys**

Entering for unregistered speed-dial numbers 001 to 048 can be performed by pressing to select unregistered one-touch keys 01 to 48.

2 Press an unregistered one-touch key.

```
1    2      3    4
5    6      7    8
9   10     11   12
13  14     15   16
```

3 Press **[Yes]** to enter.

```
Fax Ready                    Fax Ready Mode
         Sep 24 2004 01:30pm   Memory   100%
Resolution  Index          ◄   2/100  ►

   007:
   Would you like to enter?




                       Yes      No
```
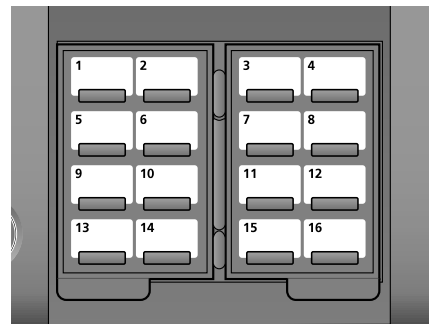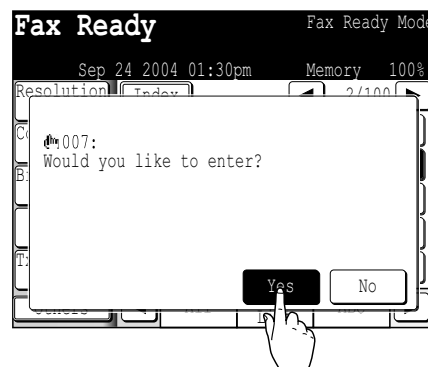
4 Follow the procedure for entering the selected speed-dial, which is identical to steps 5 to 9 on pages 3-163 to 3-165.

Entering method 2: Enter the number using the numeric keypad

By pressing an unregistered speed-dial, the entering operation becomes automatically available.

1 Press **FAX** to display the Fax standby screen.

2 Use the numeric keypad to enter the contact's fax number.

3 Press **[Edit]**.

Fax Ready   Fax Ready Mode

Resolution | Index | ◄ 1/100 ►

Fax No.   Cancel | Enter

1234-5678_

◄ | ► | Clear | -

Pause | Tone | PreFix | Edit

List

4 Press **[Yes]** to enter.

Fax Ready   Fax Ready Mode

Resolution | Index | ◄ 1/100 ►

008:
Would you like to enter?

Yes | No

5 Follow the procedure for entering speed-dials, which is identical to steps 6 to 9 on pages 3-163 to 3-165.
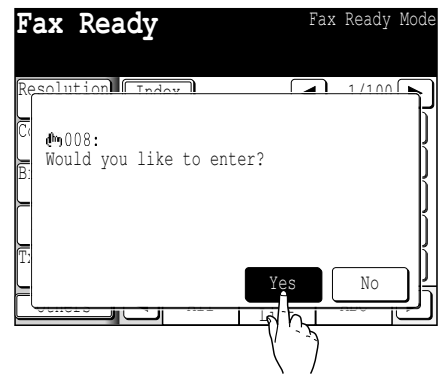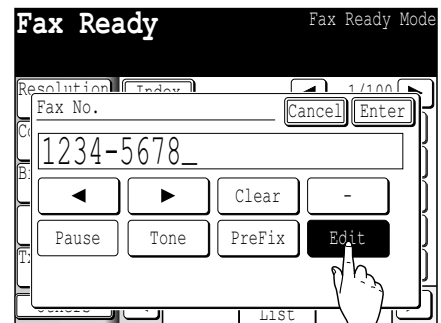
Deleting speed-dial

1 Press **SETTING**.

2 Press **[Speed Dial]**.

```
Settings
Select item to edit.
                                    Enter
Speed Dial  Group Name   Paper     Store Doc
                         Settings  Settings
  G          Fax        Scanner
 Fun    s   Functions   Settings   Management
  US
 Install    Counter
```

3 Press **[Delete]**.

```
Speed Dial
Select item to edit.
                                    Enter
Enter/Edit   Delete   Delete And   Insert
                      Move Up

   *Delete and Move Up. The next number
   will move up into the vacant space.
```

4 Select the speed-dial you want to delete.

```
Delete
Select the speed dial number to delete.
Select [Enter] to continue.
              ◄  1/84  ►        Enter
001:Atlanta    Office
002:New York   Office
003:Los AngelsOffice
004:Chicago    Office
005:Houston    Office
006:Seattle    Office
```

> **Note**
> Press **[No]** to return to step 4 without deleting the number.

5 Press **[Yes]** to delete.

```
Delete
Select speed dial number to delete.
Select [Enter] to continue.

   006:Seattle    Office
   Would you like to delete?



                        Yes      No
```

> **Note**
> Press **RESET** to return to the standby screen.

6 To continue to delete other speed-dials, repeat from step 4 to 5.

Inserting a new contact in the speed-dial number list

A new contact can be inserted in the speed-dial number list. However, this operation cannot be performed if the 500 speed-dial numbers have already been entered.

Note ○

The numbers registered in speed-dial 001 to 048 are the same as one-touch numbers 01 to 48. Because of this, the order of the one-touch numbers will change when a new contact is inserted and entered in speed-dial numbers 001 to 048.
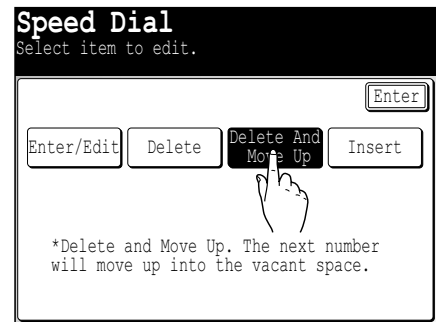· Make sure that you do not change the speed-dial numbers entered in the program one-touch keys. If the numbers are changed, re-enter the program one-touch keys.
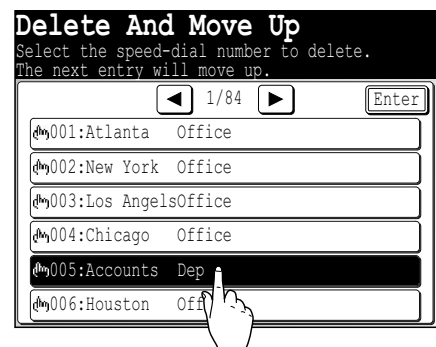
1 Press **SETTING**.

2 Press **[Speed Dial]**.

Settings
Select item to edit.

			Enter
Speed Dial	Group Name	Paper Settings	Store Doc Settings
...Functions	Fax Functions	Scanner Settings	Management
Us... Install	Counter		

3 Press **[Insert]**.

Speed Dial
Select item to edit.

Enter

Enter/Edit   Delete   Delete And Move Up   Insert

*Delete and Move Up. The next number will move up into the vacant space.

Note ○

· The speed-dial "500" cannot be selected.
· For example, select speed-dial 005 if you want to insert the new speed-dial in speed-dial 005.

4 Select the speed-dial where the new speed-dial is to be entered.

Insert
Select the speed dial to insert a new number into. Select [Enter] to continue.

◄ 1/84 ►   Enter

001:Atlanta   Office
002:New York   Office
003:Los AngelsOffice
004:Chicago   Office
005:Houston   Office
006:Seattle   Off...

Note

· Press **[No]** to return to step 4 without inserting the number.
· The right screen will be displayed if you select any of one-touch keys among 001 to 048.
· If you select any of speed-dials among 049 to 499, "Insert before this speed-dial?" message will appear.

Note

The numbers after the selected speed-dial will drop back by one position.

Note

Press **RESET** to return to the standby screen.

5 Press **[Yes]** to insert.
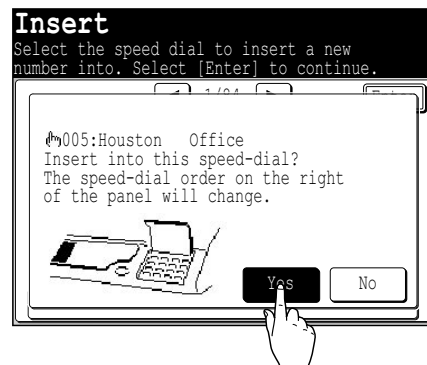
Insert
Select the speed dial to insert a new
number into. Select [Enter] to continue.

005:Houston   Office
Insert into this speed-dial?
The speed-dial order on the right
of the panel will change.

Yes   No

6 Now follow the procedure for entering the selected speed-dial, which is identical to steps 5 to 9 on pages 3-163 to 3-165.

Insert
Use the numeric keypad or touchscreen
options to enter data and select [Enter].

Fax No.   Cancel Enter

◄   ►   Clear   -

Pause   Tone   PreFix
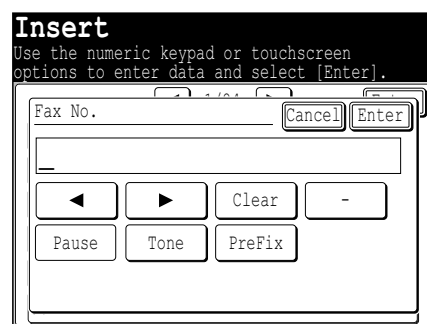
7 To continue to insert other speed -dials, repeat from step 4 to 6.

Deleting speed-dials and moving up the numbers

You can delete the entered speed-dials and move up the following speed-dials by one position.

Note

Make sure that you do not change the speed-dial numbers entered in the program one-touch keys. If the numbers are changed, re-enter the program one-touch keys.

1 Press **SETTING**.

2 Press **[Speed Dial]**.

```
Settings
Select item to edit.
                                    Enter

Speed Dial  Group Name  Paper      Store Doc
                        Settings   Settings
 O          Fax         Scanner    Management
Fun  s      Functions   Settings
 Us
Install     Counter
```
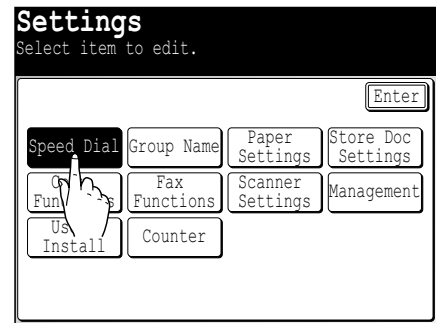
3 Press **[Delete And Move Up]**.

```
Speed Dial
Select item to edit.
                                    Enter

Enter/Edit   Delete   Delete And   Insert
                      Move Up

   *Delete and Move Up. The next number
   will move up into the vacant space.
```

4 Select the speed-dial you want to delete.

```
Delete And Move Up
Select the speed-dial number to delete.
The next entry will move up.
            ◄  1/84  ►        Enter
 001:Atlanta    Office
 002:New York   Office
 003:Los AngelsOffice
 004:Chicago    Office
 005:Accounts   Dep
 006:Houston    Off
```

Note

· Press **[No]** to return to step 4 without deleting the number.
· The right screen will be displayed if you select any of one-touch keys among 001 to 048.
· If you select any of speed-dials 049 to 500, "OK to delete?" will appear.

5 Press **[Yes]** to delete.

```
Delete And Move Up
Select the speed-dial number to delete.
The next entry will move up.
                    1/84              E...

  005:Accounts  Dep
  Would you like to delete?
  This will change the speed-dial
  order on the panel.



                              Yes        No
```

Note

If you select speed-dial "500", it will be only deleted (no position change will occur).
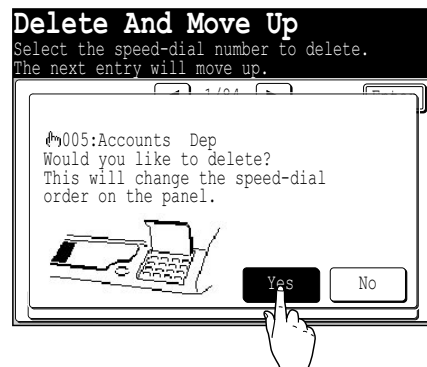
6 The selected speed-dial is deleted and all the following speed-dials will be moved up by one position.

```
Delete And Move Up
Select the speed-dial number to delete.
The next entry will move up.
              ◄   1/84   ►         Enter
  001:Atlanta    Office
  002:New York   Office
  003:Los AngelsOffice
  004:Chicago    Office
  005:Houston    Office
  006:
```

Note

Press **RESET** to return to the standby screen.
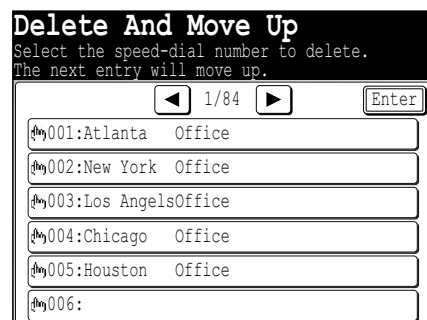
7 To continue to delete other speed -dials, repeat from step 4 to 5.

Printing speed-dial list

1 Press **LIST**.

```
        Setting      List      Macro
                               program      >PS<

  ● Alarm
  ● Comm.           1     2     3        Fax Cancel
  ● Memory                                /Job Confirm
    Receive
  // Reset          4     5     6
                                         Start
```

2 Press **[Speed Dial]**.

```
List
Select item to edit.
                                    Enter

  Speed Dial   Group    Journal   Settings
                         List       List
  O
  L
```

3 Press **[Yes]**.

List
Select item to edit.

Speed Dial
Would you like to print?

Yes   No
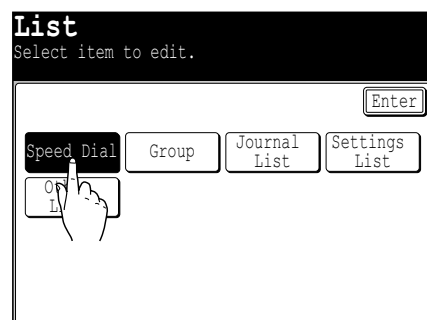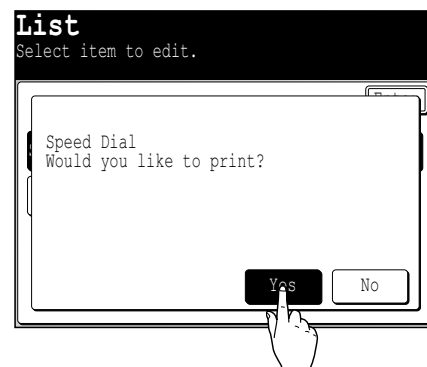
4 Select **[Number]** to print the list in the order of speed-dial number, and select **[Alphabet]** in the order of name. Here, select **[Number]**.

The list will be printed out.

List
Select speed dial list order
and select [Enter].

Select Output Order   Cancel   Enter

Number   Alphabet
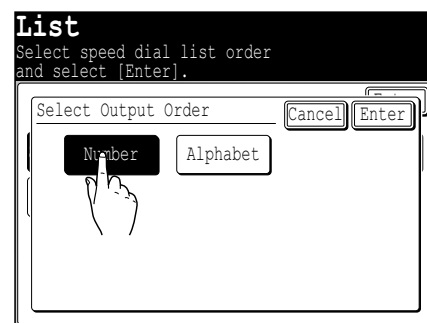
Printout Example (in the order of Number)

Dallas Office   Fax:1234567890
General dept.
Account dept.

** Speed Dial List **

P.1   Sep 24 2004   01:30pm

No.	Name	Fax No.
001	Atlanta Office	1111-1111
002	New York Office	2222-2222
003	Los Angels Office	3333-3333
004	Chicago Office	4444-4444
005	Houston Office	5555-5555
006	Seattle Office	6666-6666
007	London Office	0-010-777-7777
		0-010-888-8888

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
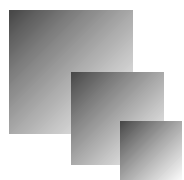
Registering Program One-Touch

By entering advanced communications in the program one-touch, you can perform the operations entered simply by pressing the corresponding program one-touch.

Operating tips

Delayed transmission, polling, F-code transmission and F-code polling can be entered. Delayed transmission can be entered together with any of the other three operations.

Entering/Editing

This describes the procedure for entering a phone number or advanced communication in a program one-touch. You can change the number or name by overwriting or deleting the existing information in each step.

1 Press **SETTING**.

2 Press **[Fax Functions]**.

> **Settings**
> Select item to edit.
>
> Enter
>
> Speed Dial | Group Name | Paper Settings | Store Doc Settings
> Copy Functions | Fax Functions | Scanner Settings | Management
> User Install | Co...

3 Press **[Program One-Touch]**.

> **Fax Functions**
> Select item to edit.
>
> Enter
>
> Default Settings | Program One-Touch | Fax Forward | Cover Page
> Batch Tx Box | F-C...ox | Other Settings

4 Press **[Enter/Edit]**.

```
Program One-Touch
Select item to edit.
Select [Enter] to continue.
                                    ┌─────┐
                                    │Enter│
                                    └─────┘

  ┌─────────┐ ┌────────┐
  │Enter/Edit│ │ Delete │
  └─────────┘ └────────┘
```
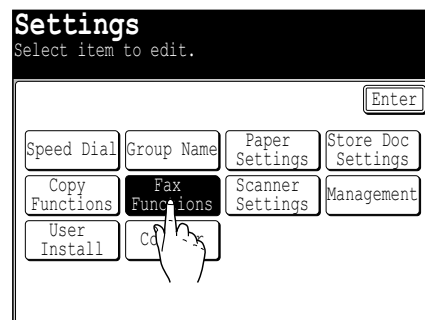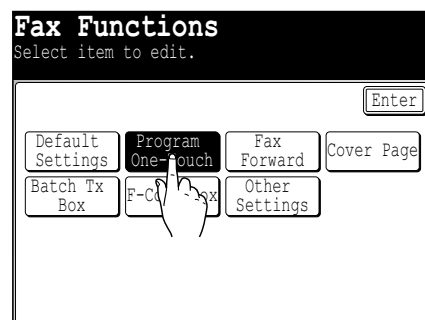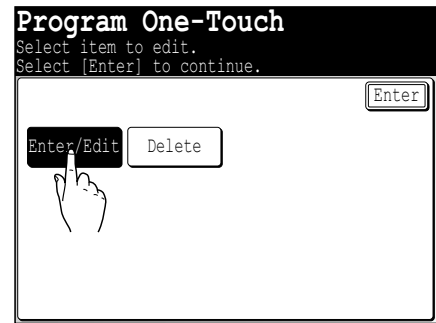
5 Press the program one-touch number you want to enter or edit.
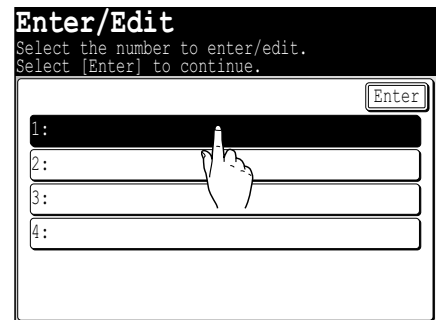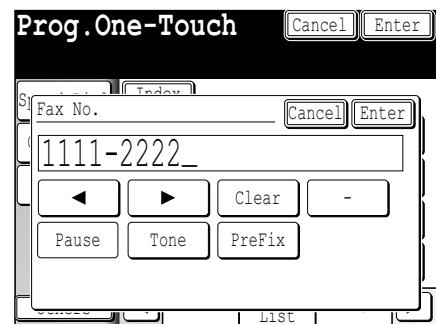
```
Enter/Edit
Select the number to enter/edit.
Select [Enter] to continue.
                                    ┌─────┐
                                    │Enter│
                                    └─────┘
  ┌──────────────────────────────────┐
  │1:                                │
  ├──────────────────────────────────┤
  │2:                                │
  ├──────────────────────────────────┤
  │3:                                │
  ├──────────────────────────────────┤
  │4:                                │
  └──────────────────────────────────┘
```

6 Specify the receiving party.

```
Prog.One-Touch        ┌──────┐┌─────┐
                      │Cancel││Enter│
                      └──────┘└─────┘
  ┌─────┐┌──────┐
  S│Fax No.│Index  ┌──────┐┌─────┐
   │              │Cancel││Enter│
   │              └──────┘└─────┘
   │ 1111-2222_              │
   │ ┌───┐ ┌───┐ ┌─────┐ ┌─┐ │
   │ │ ◄ │ │ ► │ │Clear│ │-│ │
   │ └───┘ └───┘ └─────┘ └─┘ │
   │ ┌─────┐┌────┐┌──────┐   │
   │ │Pause││Tone││PreFix│   │
   │ └─────┘└────┘└──────┘   │
                    List
```

7 Press **[Others]**, then enter the advanced communications. (see pages 3-176 to 3-181)
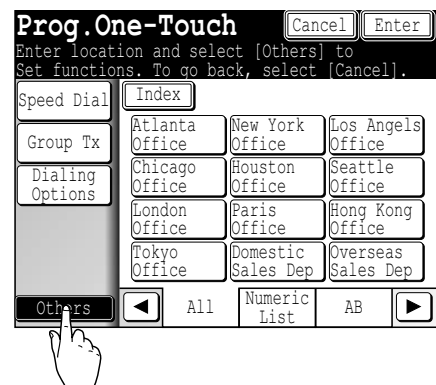
```
Prog.One-Touch        ┌──────┐┌─────┐
                      │Cancel││Enter│
                      └──────┘└─────┘
Enter location and select [Others] to
Set functions. To go back, select [Cancel].
┌─────────┐ ┌─────┐
│Speed Dial│ │Index│
└─────────┘ └─────┘
┌─────────┐ ┌───────┐┌───────┐┌───────────┐
│Group Tx │ │Atlanta││New York││Los Angels │
└─────────┘ │Office ││Office ││Office     │
┌─────────┐ ├───────┤├───────┤├───────────┤
│Dialing  │ │Chicago││Houston││Seattle    │
│Options  │ │Office ││Office ││Office     │
└─────────┘ ├───────┤├───────┤├───────────┤
            │London ││Paris  ││Hong Kong  │
            │Office ││Office ││Office     │
            ├───────┤├───────┤├───────────┤
            │Tokyo  ││Domestic││Overseas  │
            │Office ││Sales Dep││Sales Dep│
┌─────┐ ┌─┐        ┌───────┐        ┌─┐
│Others│ │◄│  All  │Numeric│  AB    │►│
└─────┘ └─┘        │List   │        └─┘
                   └───────┘
```

Entering delayed transmission

Note

Start from step 1 on page 3-174.

8 Press **[Delayed Tx]**.

```
Function
Select item to edit.
                                    Enter
Delayed Tx  Polling    FPolling   F-Code Tx
       OFF        OFF        OFF         OFF
```

Note

· Add "0" ahead of one-digit numbers.
· If "00" is set for the date, the communications will start at the time on the day you set the program one-touch.
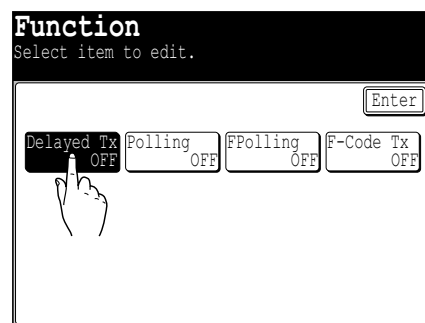
9 Use **[▲] [▼]** or the numeric keypad to enter the transmission time.

```
Function
Use the arrows or numeric keypad to
adjust the time setting and select [Enter].
Delayed Tx              Cancel  Enter
                   ▲
            30,13:30  ◄   ►
            (Day,Hour:Minute)  ▼
```

10 Press **[Enter]** to return to the screen in step 8.

```
Function
Select item to edit.
                                    Enter
Delayed Tx  Polling    FPolling   F-Code Tx
  30,13:30        OFF        OFF         OFF
```

Note

Press **[Enter]** to complete the entry.
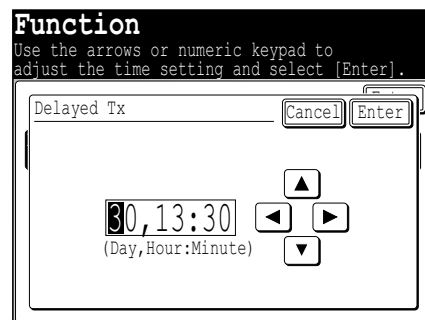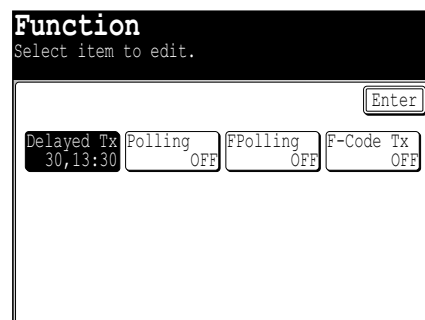
11 When entering this operation together with another operation, proceed to enter the desired advanced communications.

Entering polling reception

Note ○
Start from step 1 on page 3-174.

8 Press **[Polling]**.

```
Function
Select item to edit.
                              Enter
Delayed Tx  Polling  FPolling  F-Code Tx
     OFF        OFF       OFF        OFF
```

Note ○
Press **[Cancel]** to return to the previous screen.

9 Press **[ON]**.

```
Function
Select ON/OFF and select [Enter].
Polling              Cancel  Enter
    OFF       ON
```

10 Press **[Enter]** to return to the screen in step 8.

```
Function
Select item to edit.
                              Enter
Delayed Tx  Polling  FPolling  F-Code Tx
     OFF         ON       OFF        OFF
```
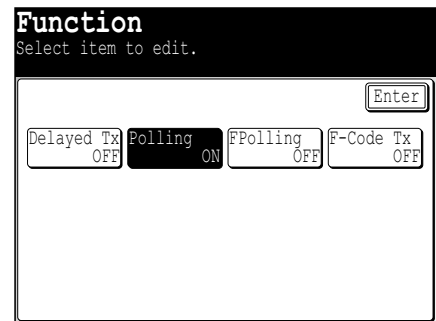
11 Press **[Enter]** to complete the entry of advanced functions.

12 Press **[Enter]** again. To continue to enter other program one-touch, repeat from step 5 on page 3-175.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1
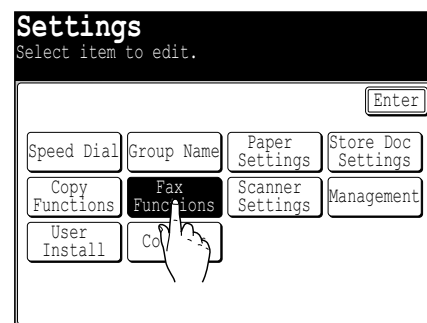
FAX Chapter2

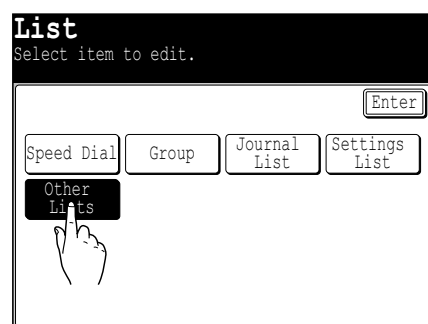FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Entering F-code transmission

Note ○

Start from step 1 on page 3-174.

8 Press **[F-Code Tx]**.

```
Function
Select item to edit.
                                              Enter
Delayed Tx  Polling    FPolling    F-Code Tx
        OFF        OFF         OFF          OFF
```

Note ○

The sub-address must be entered with up to 20 numerals.

9 Use the numeric keypad to enter the sub-address number.

```
Function
Use the numeric keypad to enter
the sub-address and select [Enter].
Sub-Address                    Cancel  Enter
_
        ◄         ►        Clear
```

10 Press **[Enter]**.

```
Function
Use the numeric keypad to enter
the sub-address and select [Enter].
Sub-Address                    Cancel  Enter
123456789_
        ◄         ►        Clear
```

Note ○

The password must be entered with up to 20 numerals, * and/or #.

11 Use the numeric keypad to enter a password.

```
Function
If a password is required enter
the password and select [Enter].
Password                       Cancel  Enter
_
        ◄         ►        Clear
```

12 Press **[Enter]** to return to the screen in step 8.

Function
If a password is required enter
the password and select [Enter].

| Password | Cancel | Enter |

11221122_

◄   ►   Clear

13 Press **[Enter]** to complete the entry of advanced functions.

Function
Select item to edit.

Enter

| Delayed Tx OFF | Polling OFF | FPolling OFF | F-Code Tx ON |

14 Press **[Enter]** again. To continue to enter other program one-touch, repeat from step 5 on page 3-175.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
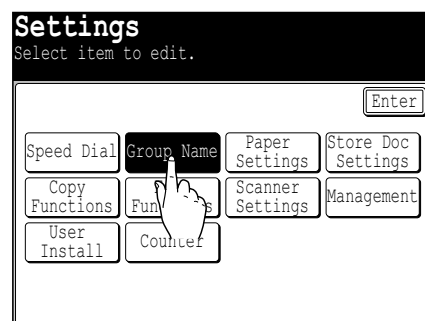Settings

In This
Case...

Appendix

Entering F-code polling

Note

Start from step 1 on page 3-174.

8 Press **[FPolling]**.

Function
Select item to edit.

Enter

Delayed Tx Polling FPolling F-Code Tx
OFF   OFF   OFF   OFF

Note

The sub-address must be designated with up to 20 numerals.

9 Use the numeric keypad to enter the sub-address number.

Function
Use the numeric keypad to enter
the sub-address and select [Enter].

Sub-Address   Cancel Enter

◄   ►   Clear

10 Press **[Enter]**.

Function
Use the numeric keypad to enter
the sub-address and select [Enter].

Sub-Address   Cancel Enter

1234567890_

◄   ►   Clear

Note

The password must be designated with up to 20 numerals, * and/or #.

11 Use the numeric keypad to enter a password.

Function
If a password is required enter
the password and select [Enter].

Password   Cancel Enter

_

◄   ►   Clear

12 Press **[Enter]** to return to the
screen in step 8.

Function
If a password is required enter
the password and select [Enter].

Password   Cancel Enter
112233_
◄   ►   Clear

13 Press **[Enter]** to complete the
entry of advanced functions.

Function
Select item to edit.

Enter

Delayed Tx Polling FPolling F-Code Tx
OFF   OFF   ON   OFF

14 Press **[Enter]** again. To continue
to enter other program one-
touch, repeat from step 5 on page
3-175.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...
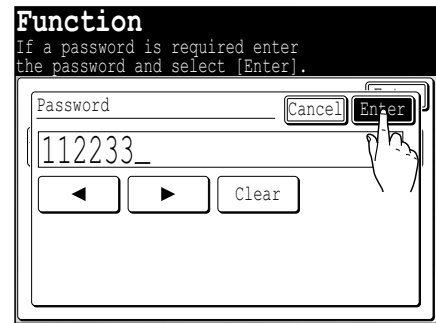
Appendix

Deleting program one-touch

1 Press **SETTING**.

2 Press **[Fax Functions]**.

```
Settings
Select item to edit.
                                    Enter
Speed Dial  Group Name   Paper      Store Doc
                         Settings   Settings
Copy        Fax          Scanner    Management
Functions   Functions    Settings
User        Co
Install
```

3 Press **[Program One-Touch]**.

```
Fax Functions
Select item to edit.
                                    Enter
Default     Program      Fax        Cover Page
Settings    One-Touch    Forward
Batch Tx    F-C    ox    Other
Box                      Settings
```

4 Press **[Delete]**.

```
Program One-Touch
Select item to edit.
Select [Enter] to continue.
                                    Enter
Enter/Edit  Delete
```

5 Press the program one-touch key number you want to delete.
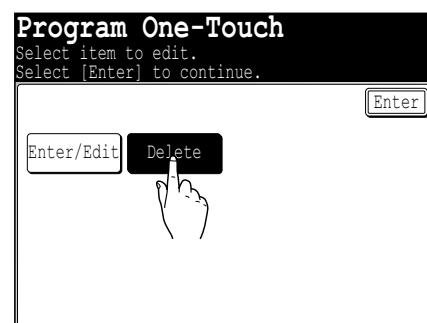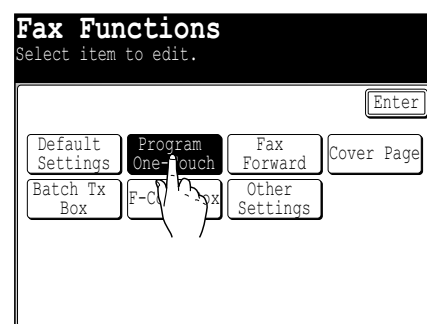
```
Delete
Select the number to delete.
Select [Enter] to continue.
                                    Enter
1:1111-2222
2:3333-4444
3:
4:
```

Press **[No]** to cancel the deletion.

6 Press **[Yes]** to delete.

```
Delete
Select the number to delete.
Select [Enter] to continue.

 1:1111-2222
 Would you like to delete?

                          Yes      No
```

Press **RESET** to return to the standby screen.

7 To continue to delete other program one-touch, repeat from step 5.

Printing program one-touch list

1 Press **LIST**.

2 Press **[Other Lists]**.

List
Select item to edit.

Enter

Speed Dial | Group | Journal List | Settings List
Other Lists

3 Press **[Program One-Touch]**.

Other Lists
Select item to edit.

Enter

Program One-Touch | Fax Forward | Cover Page | Batch Tx Doc.
Batch Tx | F-Code Box | F-Code Doc. | Block Junk Fax

4 Press **[Yes]**.

Other Lists
Select item to edit.

Program One-Touch
Would you like to print?

Yes | No
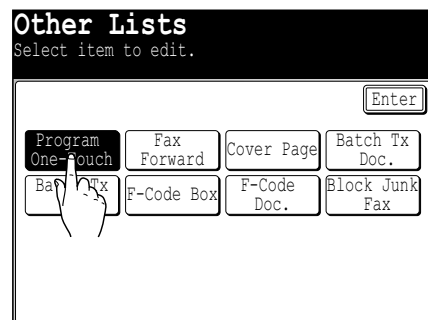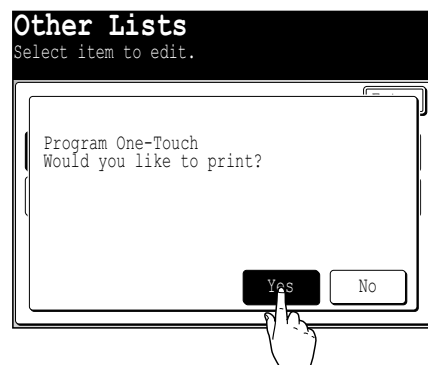
Printout Example

```
Dallas Office        Fax:1234567890
General dep.
Account dep.


        ** Program One-Touch List **

    P.1                      Sep 24 2004 01:00pm
   ┌────┬──────────────────────────┬─────────┬───────────────┐
   │No. │        Fax No.           │ Tx Time │     Note      │
   ├────┼──────────────────────────┼─────────┼───────────────┤
   │ 1  │ 001, 002, 003, 004       │25,09:00 │               │
   ├────┼──────────────────────────┼─────────┼───────────────┤
   │ 2  │ 1234567890               │ --:--   │FCode          │
   ├────┼──────────────────────────┼─────────┼───────────────┤
   │ 3  │ 011                      │ --:--   │Polling        │
   ├────┼──────────────────────────┼─────────┼───────────────┤
   │ 4  │ 013, 014                 │ --:--   │FCodePolling   │
   └────┴──────────────────────────┴─────────┴───────────────┘
```

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

How to use program one-touch

Run the entered program one-touch operations.

Example: When delayed transmission has been entered.

Reference ○

How to load document
(see page 1-42)

1 Load a document.

2 Press **FAX**.

3 Press **[Others]**.

```
Fax Ready                    Fax Ready Mode

        Sep 24 2004 01:30pm      Memory    100%
Resolution  ┌Index┐          ◄   1/2   ►
   Normal
Contrast    Atlanta   New York   Los Angels
   Normal   Office    Office     Office
Broadcast   Chicago   Houston    Seattle
      OFF   Office    Office     Office
            London    Paris      Hong Kong
Monitor     Office    Office     Office
            Tokyo     Domestic   Overseas
Tx Report   Office    Sales Dep  Sales Dep
      OFF
  Others   ◄    All    Numeric    AB    ►
                       List
```

4 Press **[Program One-Touch]**.

```
Fax Functions
Select item to edit.

              ◄  1/2  ►            Enter

  Redial   Speed Dial FaxFrwrd   Fax & Copy
                           OFF          OFF
  Program             Enlarge TX SecurltyRx
  One-Touch Group Tx      100%         OFF
  TTI      TTI Select Cover Page Delayed Tx
        ON  Default        OFF          OFF
  Batch Tx Scan Size  Polling    FPolling
               Auto        OFF          OFF
```

Note ○

Press **RESET** to return to
the standby screen.

5 Press the program one-touch you
want to run. In this example,
select the program one-touch in
which delayed transmission was
entered.

```
Program One-Touch
Select a program one-touch key.

                              Enter

1:1111-2222

2:3333-4444

3:5555-6666

4:7777-8888
```

6 Press **[Yes]** to run.

```
Program One-Touch
Select a program one-touch key.


 1:1111-2222
 Execute?




                          Yes      No
```
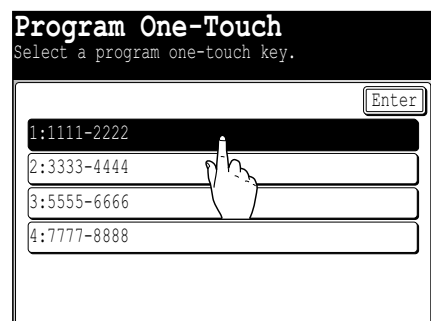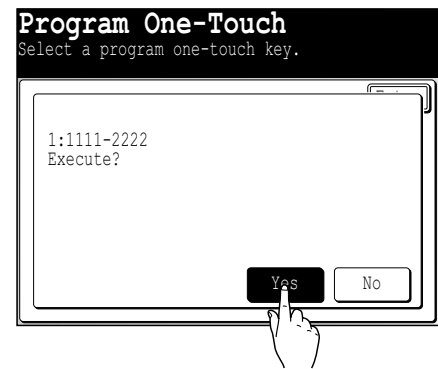
7 The document is scanned and delayed transmission performed.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4
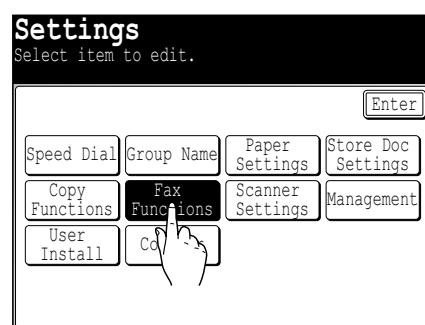
Common
Settings

In This
Case...

Appendix
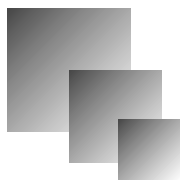
Entering Group Names

Attaching names to group numbers makes them easier to manage. Once a group name is entered, the name will appear on the group tab in fax mode.

1 Press **SETTING**.

2 Press **[Group Name]**.

```
Settings
Select item to edit.
                                            Enter
Speed Dial  Group Name   Paper     Store Doc
                         Settings  Settings
   Copy               Scanner
 Functions  Fun    s  Settings   Management
   User     Counter
  Install
```

3 Press the group number you want to enter.

```
Group Name
Select the group number you want to edit.
Select [Enter] to continue.
            ◀   1/6   ▶           Enter
01:Domestic
02:Group A
03:
04:
05:
06:
```

4 (1) Enter the group name.
    (2) Press **[Enter]**.

```
03:                      Cancel    Enter
Group B_
                ◀   ▶   Clear     7/ 16
1  2  3  4  5  6  7  8  9  0
Q  W  E  R  T  Y  U  I  O  P
 A  S  D  F  G  H  J  K  L
 _  Z  X  C  V  B  N  M  .  @
 Lower    Symbol       e
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
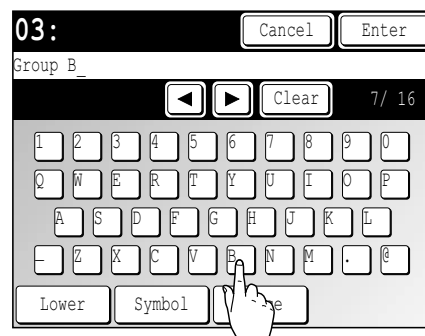
Note

Press **RESET** to return to the standby screen.

5 The group name is now entered. To continue to enter other speed-dial destinations, repeat from step 3.

Group Name
Select the group number you want to edit.
Select [Enter] to continue.

◄   1/6   ►   Enter

01:Domestic
02:Group A
03:Group B
04:
05:
06:

Printing group list

1 Press **LIST**.

2 Press **[Group]**.

List
Select item to edit.

Enter

Speed Dial | Group | Journal List | Settings List
Other Lists
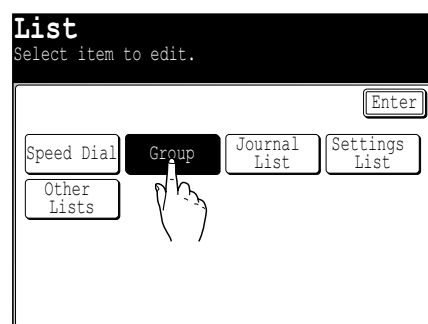
Note

· Group numbers in which nothing is entered will be displayed in gray and cannot be selected.
· Press **RESET** to return to the standby screen.

3 Press the group number you want to print out.

Group

◀ 1/6 ▶ Enter
01:Domestic
02:Asia
03:Group A
04:
05:
06:

4 Press **[Yes]**.

Group

02:Asia
Would you like to print?

Yes No
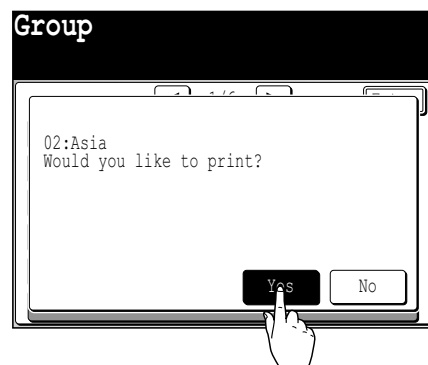
Printout Example

```
Dallas Office          Fax:1234567890
General dep.
Account dep.


                    **  Group02:Asia  **

P.1                                      Sep 24 2004 01:30pm
┌──────┬─────────────────┬──────────────────────────────┐
│ No.  │      Name       │           Fax No.            │
├──────┼─────────────────┼──────────────────────────────┤
│ ⌣009 │Hong Kong Office │0-010-999-9999                │
├──────┼─────────────────┼──────────────────────────────┤
│ ⌣010 │Tokyo Office     │0-010-999-9990                │
└──────┴─────────────────┴──────────────────────────────┘
```
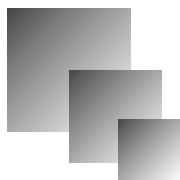
Transmission Default Settings

You can set defaults for transmissions. Select the default settings most suited to your usage conditions.

Note

Default settings establish the status when a document is loaded or **RESET** is pressed to return to the standby screen.

Reference

The default settings are re-established if the machine is left without any operation for a designated period of time. This period of time can be set. (see page 4-35)

Setting example

An example of default settings for resolution when sending a fax and how to perform the settings is given below.

1 Press **SETTING**.

2 Press **[Fax Functions]**.

```
Settings
Select item to edit.
                                    Enter
Speed Dial  Group Name   Paper      Store Doc
                         Settings   Settings
Copy         Fax         Scanner    Management
Functions   Functions    Settings
User        Co
Install
```

3 Press **[Default Settings]**.

```
Fax Functions
Select item to edit.
                                    Enter
Default     Program      Fax        Cover Page
Settings    One-Touch    Forward
Batc  Tx   F-Code Box    Other
                         Settings
```

4 Press **[Resolution]**.

```
Default Settings
Select item to edit.
                                    Enter
Resolution  Contrast    TTI       Memory Tx
   Normal      Normal        ON           ON
Cov   age  Tx Report
           F         OFF
```
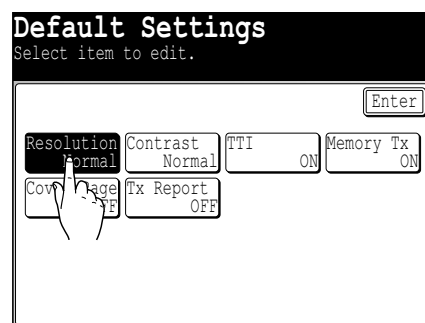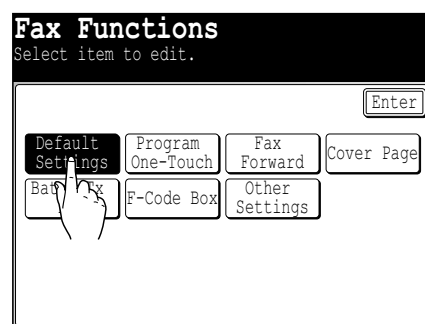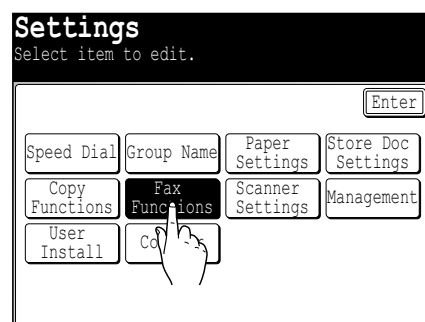
5 (1) Press the value (in this example, the level of resolution) you want to set as the default.
(2) Press **[Enter]**.

```
Default Settings
Adjust the resolution and select [Enter].

Resolution                    Cancel  Enter

    Normal      Fine      S-Fine

    Photo     Background
```
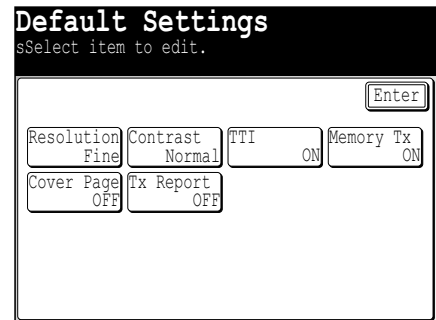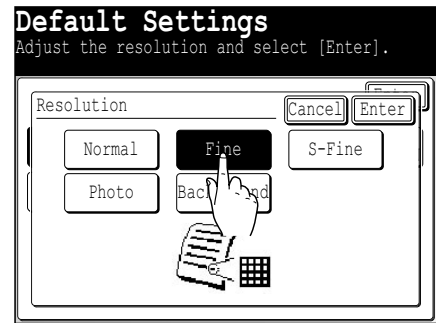
6 The default for resolution is set. You can continue on from here and set other defaults as well.

```
Default Settings
sSelect item to edit.

                              Enter

Resolution Contrast  TTI       Memory Tx
     Fine      Normal      ON          ON
Cover Page Tx Report
      OFF        OFF
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
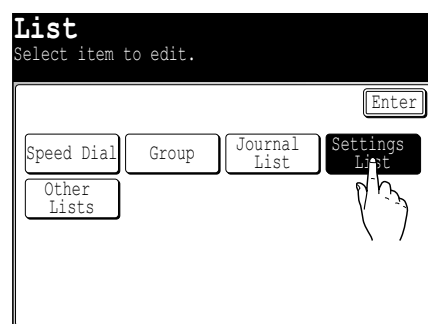Settings

In This
Case...

Appendix

Transmission default settings list

Function	Description	Setting
Resolution	This sets the default level for resolution when a document is scanned. By setting it to a level suitable for the most commonly sent document type, you can reduce the time and effort required when making changes.	<u>Normal</u> Fine S-Fine Photo Background
Contrast	This sets the default level for contrast when a document is scanned. By setting it to a level suitable for the most commonly sent document type, you can reduce the time and effort required when making changes.	Lightest Lighter <u>Normal</u> Darker Darkest
TTI	Set to "ON" to display or print the sender's name on faxes.	<u>ON</u> OFF
Memory transmission (see page 3-5)	This sets whether to give the priority to memory transmission or to real-time transmissions when sending faxes. Memory transmissions are prioritized when "ON" is set and real-time transmissions when "OFF" is set. You can also select to give the priority to memory transmissions or to real-time transmissions each time you send a fax.	<u>ON</u> OFF
Cover page (see page 3-76)	Set to "ON" to add a cover page containing a simple message to every fax.	ON <u>OFF</u>
Tx report (see page 3-154)	Set to "ON" to print out a transmission report for each fax. You can also select ON or OFF for each fax communication.	ON <u>OFF</u>

Underlined items are the factory default.

Note

Factory defaults are the settings established at the time of shipment.
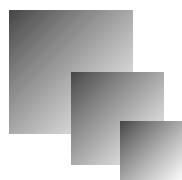
Other Settings

This section describes a number of useful functions that can be set when sending and receiving faxes. Select settings most suited to your usage conditions.

Setting example

An example of how to set the time between redials is given below.

1 Press **SETTING**.

2 Press **[Fax Functions]**.

```
Settings
Select item to edit.
                                              Enter
Speed Dial  Group Name   Paper     Store Doc
                        Settings   Settings
Copy         Fax       Scanner
Functions  Functions   Settings   Management
User        Co
Install
```

3 Press **[Other Settings]**.

```
Fax Functions
Select item to edit.
                                              Enter
Default    Program      Fax      Cover Page
Settings  One-Touch   Forward
Batch Tx   F-Code Box   Other
  Box                  Settings
```

4 Press **[Redial Interval]**.

```
Other Settings
Select item to edit.
              ◄  1/3  ►          Enter
# of Redials      :2 Times
Redial Interval   :1 Min
Block Junk Fax
# of Rings        :     es
Set DRD
Dialing Pause     :2 Second
```
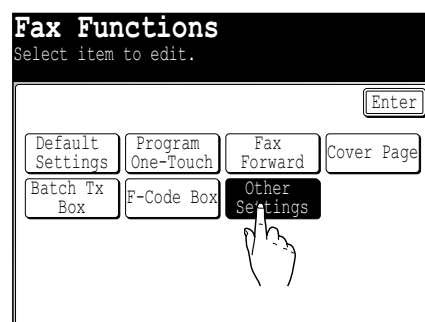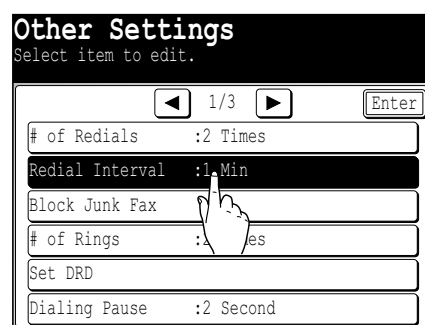
5 (1) Use **[▲] [▼]** or the numeric keypad to set the time between redial attempts.

(2) Press **[Enter]**.

```
Other Settings
Use the arrows or the numeric keypad
to select the interval and select [Enter].

        1/3

Redial Interval         Cancel  Enter

 Input range:1-5

            3 Min  ▲
                   ▼
```
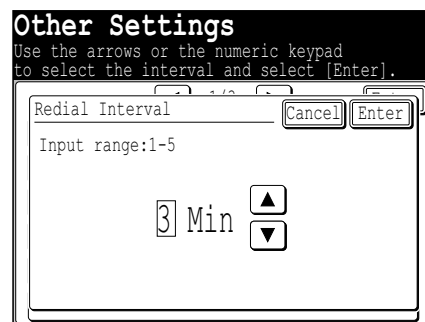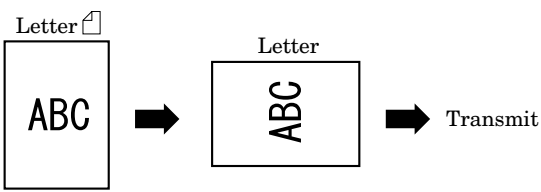
Note
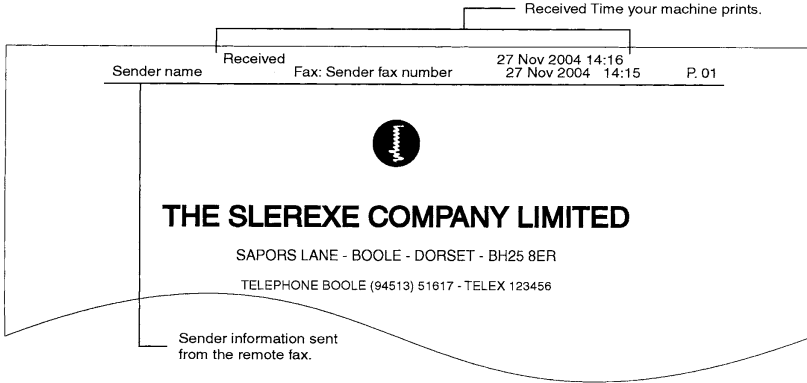
Press **RESET** to return to the standby screen.

6 The redial interval is now set. You can continue to set other defaults.

```
Other Settings
Select item to edit.

        ◄   1/3   ►            Enter
 # of Redials      :2 Times
 Redial Interval   :3 Min
 Block Junk Fax
 # of Rings        :2 Times
 Set DRD
 Dialing Pause     :2 Second
```
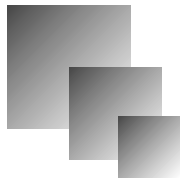
Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Other settings list

Function	Description	Setting
# of Redials	This sets the number of times for redial attempts when the destination line is busy. The interval between redial attempts is set at "Redial Interval".	2-15 times: 2 times
Redial Interval	This sets the interval between redial attempts.	1-5 minutes: 1 minute
Block Junk Fax (see page 3-156)	This function enables you to block receipt of unnecessary faxes.	Reference: Page 3-156
# of Rings	This sets the number of times the machine will ring before fax reception when the reception mode is set to Fax or Tel/Fax. Note When in the Low Power mode, the number of rings will be more than the number set.	1-10 times: 2 times
Set DRD (see page 3-136)	Set this to "ON" when using DRD. There are eight ring patterns, A to H. Select the setting most suited to your usage conditions.	OFF A~H: A
Dialing Pause	This sets the default for the dialing interval (2-10 seconds) when the pause symbol is input.	2-10 seconds: 2 seconds
High Resolustion	This sets the dpi for resolution when a document is scanned for S-fine transmission. If 600 dpi is set, the scan is sharper than with 400 dpi; however, it may result in memory overflow when the document is sent.	600dpi 400dpi
Rx Reduction Rate	Select from "Auto", which automatically selects the magnification according to the length of the document being received, or "100%" to have all faxes printed out at the same rate of reduction.	Auto 100%
Reduction Margin (see page 3-50)	This sets at what point the document printout will extend to the following page if the document being received cannot fit within the effective recordable area.	0.0-3.3 inches: 1.5 inches
Paper Saving (see page 3-51)	This sets the print method for documents received. If it is set to "H-Page Rx" and 2 pages of Letter, Legal or 11"×17" are received in succession, the two pages will be reduced at the appropriate rate and printed out on one piece of paper. If it is set to "Duplex Rx", both sides of each sheet of paper will be used for printouts. Note A duplex print unit is required for duplex reception.	OFF H-Page Rx Duplex Rx
Rotate Tx	An Letter ▱ document can be rotated on its side, scanned and sent as Letter size. The "Rotate Tx" setting is only effective with memory transmissions. Letter ▱ → Letter → Transmit ABC → ABC	ON OFF
Quick Memory Tx	If this is set to "ON", fax transmission for multiple documents will begin in order of page when it has been scanned and stored.	ON OFF

Underlined items are the factory default.

Function	Description	Setting
ECM Mode (see page 3-6)	Any part of a fax that did not send correctly due to the line error will automatically be resent. (The receiving party must have the same function for it to work.)	<u>ON</u> OFF
Service Mode	Do not set.	
Dial PreFix (See page 3-139)	The connection number as Dial PreFix No. can be entered to allow easy access to other phone networks.	Reference: Providers (See page 3-139)
Receive Time Stamp	If this is set to "ON", the received date (year, month, day) and time can be printed with the word "Received" at the header of the received document. Received Time your machine prints. Sender name Received Fax: Sender fax number 27 Nov 2004 14:16 27 Nov 2004 14:15 P. 01 **THE SLEREXE COMPANY LIMITED** SAPORS LANE - BOOLE - DORSET - BH25 8ER TELEPHONE BOOLE (94513) 51617 - TELEX 123456 Sender information sent from the remote fax. Note If the receiving print ratio is fixed to 100% and the reduction margin setting is small, the received document could be divided into 2 sheets by attaching the Receive Time Stamp.	<u>OFF</u> ON

Underlined items are the factory default.

Note

Factory defaults are the settings established at the time of shipment.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix
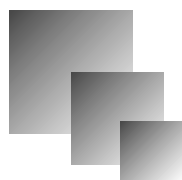
Printing Fax Settings List

You can print out and check the fax function setting statuses of the transmission default settings and other settings.

1 Press **LIST**.

2 Press **[Settings List]**.

List
Select item to edit.

Enter

Speed Dial | Group | Journal List | Settings List
Other Lists

3 Press **[Fax Settings]**.

Settings List
Select item to edit.

Enter

Copy Settings | Fax Settings | Scanner Settings | System Settings
Function List | Stored Doc | Department List | Macro List
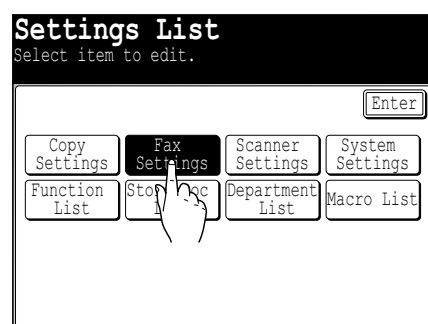
4 Press **[Yes]**.
The fax settings list is printed out.

Settings List
Select item to edit.

Fax Settings
Would you like to print?

Yes | No

Printout Example

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Function Settings

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

COPY&FAX

Macros

● Enter a series of operations in Macros to allow all the entered operations to be performed by one press of the button.
● Entering the fixed operation is useful when the same copy is made or the same fax is sent frequently.

Operating tips

● Check and record the operating instructions first for the settings you want to enter, which is helpful for entering the settings easily and quickly.
● There are six Macros keys. Up to 60 steps of operation can be entered in each key. (One step is equivalent to one selection or press of a key.)
● When steps are being entered in Macros, the machine will emit a beeping sound and the screen keys (**COPY**, **FAX**, **SCANNER** and **PRINTER**) will blink. As the number of steps that can be entered near the limit, the beeps will sound and the keys will blink in shorter intervals.
● "Last job" cannot be entered. **RESET** or **INTERRUPT** cannot be entered, either.

Setting up macros

1 Press **MACRO**.

2 Press **[Enter/Edit]**.
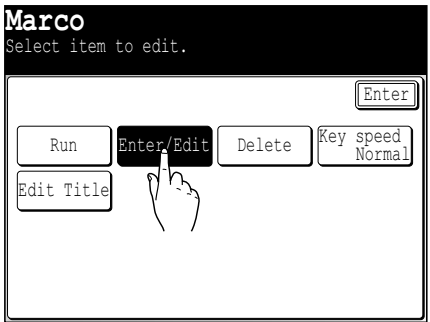
Note

When steps have already been entered in Macros, the corresponding list of steps for that key is displayed. In that case, press **[Enter]**.

3 Select the macro key you want to enter.

```
Enter/Edit
Select the number
that you want to enter/edit.
                                    Enter
1:Not registered!
2:Not registered!
3:Not registered!
4:Not registered!
5:Not registered!
6:Not registered!
```

Note

Press **[No]** to return to step 3.

4 Press **[Yes]**.

```
Enter/Edit
Select the number
that you want to enter/edit.

  1:Not registered!
  Do you want to enter/edit?
  After registering the process,
  select <Macro> to save.



                    Yes      No
```
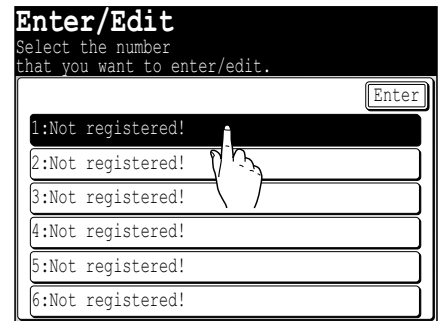
Note

· Up to 60 steps can be entered.
· If you try to enter more than 60 steps, the following message is displayed: "Too many steps. Would you like to enter?" Press **[Yes]** to enter the step, then proceed to step 6. Press **[No]** to return to the standby screen without entering the step.

5 Perform the operation you want to enter.

```
Copy Ready          Set   001
                  Memory   100%
Doc.Type
     Auto
Contrast
     Auto
DuplexCopy
     OFF
Zoom                1 ≡  LTR
    100%            2 ≡  LTR
Finishing           3 ≡  LGL
  No Sort           4 ≡  11x17
Others
```
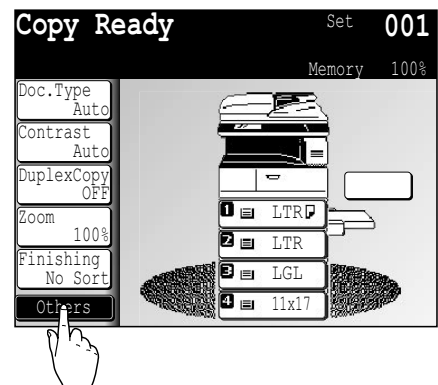
Note

· Press **RESET** to return to the standby screen.
· Press **INTERRUPT** to complete the entry and return to the screen in step 7.

6 Press **MACRO** to complete the entry.

Note

· Up to 60 characters can be entered.
· For details of the character entry, refer to page 1-44.
· In the **MACRO** lists, up to 40 characters from the beginning of the title are displayed.

Note

· Individual operations cannot be changed once they are entered. You will need to return to the beginning and perform the entire entry again.
· While the entry is being performed, any mistakes in the operations and changes procedures will be also entered.

7 Enter the title.

```
1:Not register  [Cancel]  [Enter]

        [◄] [►] [Clear]    0/ 60

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P
 A S D F G H J K L
 _ Z X C V B N M . @

[Lower]  [Symbol]  [Space]
```

8 Press **[Enter]** to complete the entry.
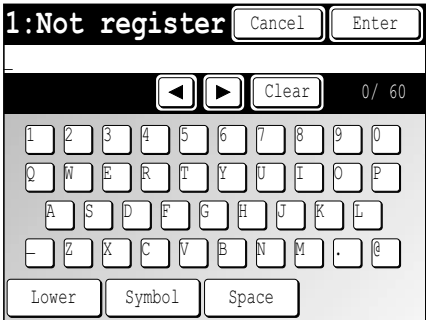
In this case

When you have entered START....

The following message is displayed if **START** is pressed during an operation.

```
Copy Ready        Set  001
                  Memory  100%
Doc Type

   Include Start/Enter?


              Yes     No
```
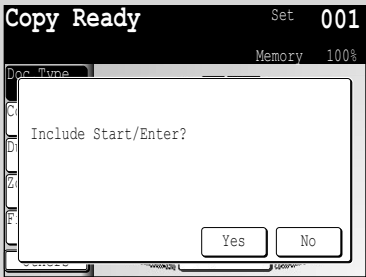
Press **[Yes]** to enter the steps (operations) until **START** was pressed. Press **[No]** to enter the steps (operations) until the one immediately before **START** was pressed.

●You can use this function as follows:
Press **[No]** while entering a sending operation, excluding **START** in Macro. Then, when you press the corresponding **MACRO**, all the entered steps just before pressing **START** will be run. After that, delayed transmission or other settings can be set.
* If you press **[Yes]** and include **START** in Macro, the fax will be sent. Therefore, such settings as delayed transmission cannot be set.

Changing titles of macro keys

The titles of macro keys can be changed.

1 Press **MACRO**.

2 Press **[Enter]**.

```
Run
Select the program number.
Select Enter to return to the previous menu.
                                      Enter
1:Sort Copy Reduce 81%
2:Department List
3:Not registered!
4:Not registered!
5:Not registered!
6:Not registered!
```

3 Press **[Edit Title]**.

```
Marco
Select item to edit.
                                      Enter

   Run    Enter/Edit   Delete   Key speed
                                  Normal
Edit Title
```
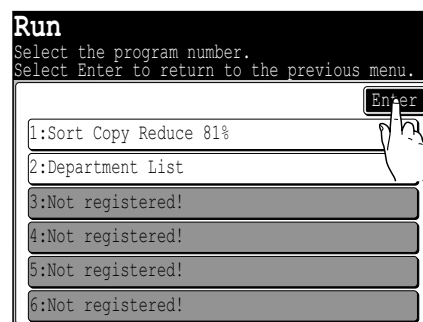
4 Select the macro key whose title you want to change.

```
Edit Title
Select a macro number to edit the title.
                                      Enter
1:Sort Copy Reduce 81%
2:Department List
3:Not registered!
4:Not registered!
5:Not registered!
6:Not registered!
```
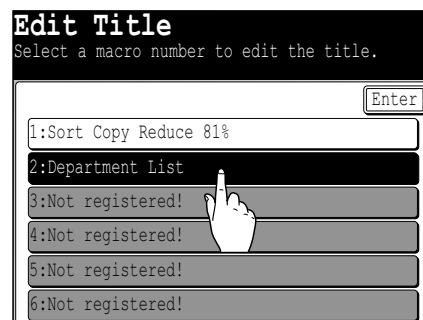
5 Press **[Clear]**, to enter the new title.

```
2:Department L   Cancel    Enter
Department List_
                  ◄  ►   Clear    15/ 60
1  2  3  4  5  6  7  8  9  0
Q  W  E  R  T  Y  U  I  O  P
  A  S  D  F  G  H  J  K  L
  Z  X  C  V  B  N  M  .  @
  Lower    Symbol    Space
```

Note
Press **RESET** to return to the standby screen.
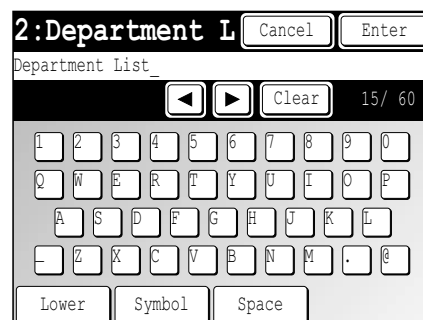
6 Press **[Enter]** to change the title. To continue to change other titles, repeat from step 4.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings
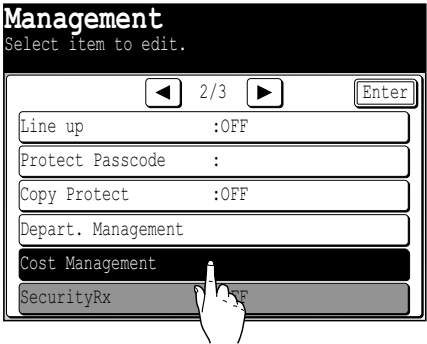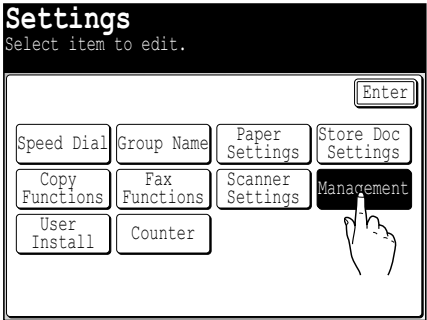
In This Case...

Appendix

Deleting macros

1 Press **MACRO**.

2 Press **[Enter]**.

Run
Select the program number.
Select Enter to return to the previous menu.

Enter

1:Sort Copy Reduce 81%

2:Department List

3:Not registered!

4:Not registered!

5:Not registered!

6:Not registered!

3 Press **[Delete]**.

Marco
Select item to edit.

Enter

Run Enter/Edit Delete Key speed
Normal

Edit Title

4 Select the macro key you want to delete.

Delete
Select the macro number you want to delete.

Enter

1:Sort Copy Reduce 81%

2:Department List

3:Not registered!

4:Not registered!

5:Not registered!

6:Not registered!

Note

· Press **[No]** to return to step 4.
· Press **RESET** to return to the standby screen.

5 Press **[Yes]** to delete.

Delete
Select the macro number you want to delete.

2:Department List
Would you like to delete?
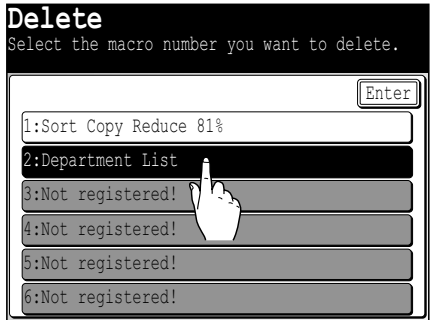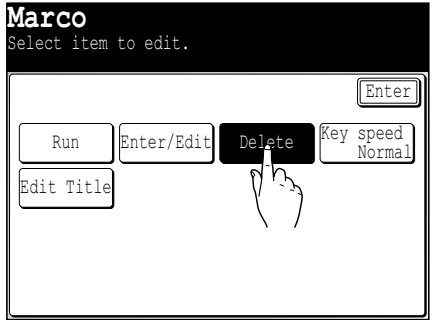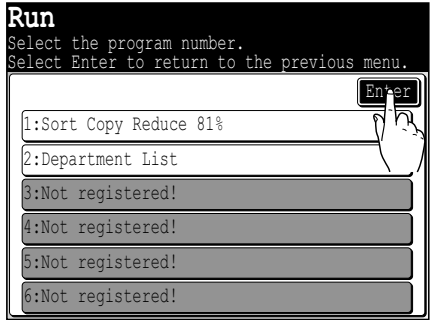
Yes No

Printing macro key list

1 Press **LIST**.

2 Press **[Settings List]**.

List
Select item to edit.

Enter

Speed Dial Group Journal List Settings List
Other Lists

3 Press **[Macro List]**.

Settings List
Select item to edit.

Enter

Copy Settings Fax Settings Scanner Settings System Settings
Function List Store Doc List Department List Macro List

4 Press **[Yes]**.

Settings List
Select item to edit.

Macros List
Would you like to print?

Yes   No

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Printout Example

```
Dallas Office        Fax:1234567890
General dep.
Account dep.


                 ** Key Macro **

                              Sep 24 2004 01:30pm

  No. |                  Title
   1  | Sort Copy Reduction 81%
   2  | Department List
```

Executing macros

This runs the entered operations.

1 Press **MACRO**.

2 Press the macro key you want to run.

Note

Press **STOP** to cancel the macro operation.

```
Run
Select the program number.
Select Enter to return to the previous menu.
                                        Enter
1:Sort Copy Reduce 81%
2:Department List
3:Not registered!
4:Not registered!
5:Not registered!
6:Not registered!
```

3 Press **[Yes]**.

```
Settings List
Select item to edit.


  Department List
  Would you like to print?




                        Yes      No
```

4 This runs the entered operations.

Setting running speed for macro keys Default: Normal

The running speed for each step in the macro function can be adjusted. It is helpful when you want to monitor the operation on the display.

1 Press **MACRO**.

2 Press **[Enter]**.

Note

If nothing is entered in "Macro No.", the screen in step 3 will be displayed.

```
Run
Select the program number.
Select Enter to return to the previous menu.
                                    Enter
1:Sort Copy Reduce 81%
2:Department List
3:Not registered!
4:Not registered!
5:Not registered!
6:Not registered!
```

3 Press **[Key speed]**.

```
Marco
Select item to edit.
                                    Enter
  Run    Enter/Edit   Delete    Key speed
                                  Normal
Edit Title
```

Note

Press **RESET** to return to the standby screen.

4 (1) Select the key speed.
(2) Press **[Enter]** to set the key speed.
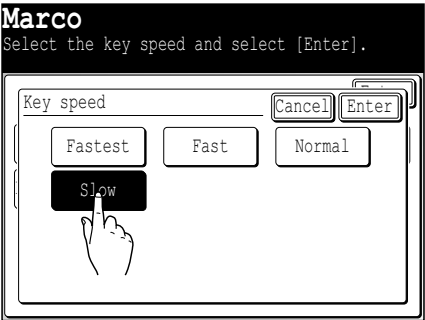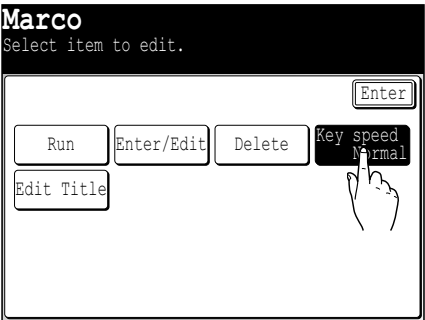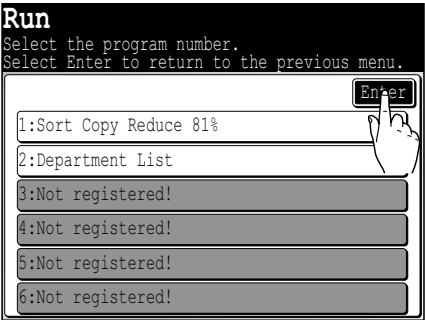
```
Marco
Select the key speed and select [Enter].

Key speed              Cancel  Enter
   Fastest     Fast      Normal
      Slow
```

Changing Soft Keys

Up to five functions used frequently can be displayed on the standby screen. By assigning frequently used functions there, you can access and use them more quickly from the standby screen.

Example of Copy standby screen

```
Copy Ready            Set   001
                   Memory   100%
Doc.Type
      Auto
Contrast
      Auto
DuplexCopy        1 ≡ LTR▯
      OFF
Zoom              2 ≡ LTR
      100%
Finishing         3 ≡ LGL
  No Sort
Others            4 ≡ 11x17
```

Soft key 1
Soft key 2
Soft key 3
Soft key 4
Soft key 5

1 Press **SETTING**.

2 Press **[Management]**.

```
Settings
Select item to edit.
                                  Enter
Speed Dial  Group Name  Paper      Store Doc
                        Settings   Settings
Copy        Fax         Scanner    Management
Functions   Functions   Settings
User        Counter
Install
```

3 Press **[Soft Key]**.

```
Management
Select item to edit.
            ◄  1/3  ►         Enter
Soft Key
Auto Reset Time
Sound Settings
Guidance
Energy Save Mode
Auto Print Journal   :OFF
```

4 Select the standby screen you want to set.

```
Soft Key
Select item to edit.

                              Enter

   Copy      Fax     Scanner
 Functions Functions  Setting
```
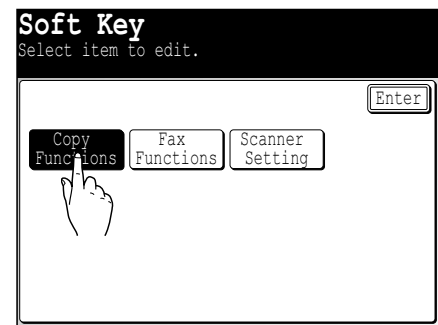
5 Select the soft key you want to set.
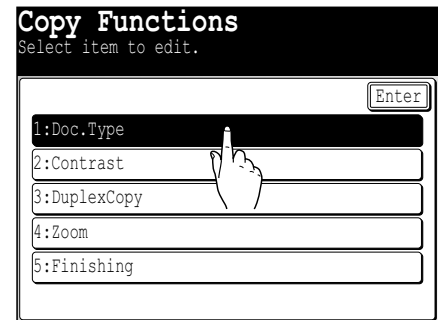
```
Copy Functions
Select item to edit.

                              Enter
1:Doc.Type
2:Contrast
3:DuplexCopy
4:Zoom
5:Finishing
```

6 (1) Select the function you want to be displayed as a soft key.
(2) Press **[Enter]**.

```
Copy Functions
Select the functions shown
on the standby screen.

1:Doc.Type           Cancel  Enter

   Doc.Type   Contrast    Paper     ▲

    Zoom     Finishing   Combine

   Repeat   SeriesCopy   Margin

  Eras      EraseCentr  TopUp Copy   ▼
```
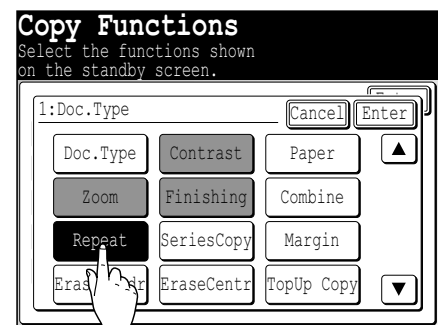
7 The selected functions are entered in the corresponding soft key.
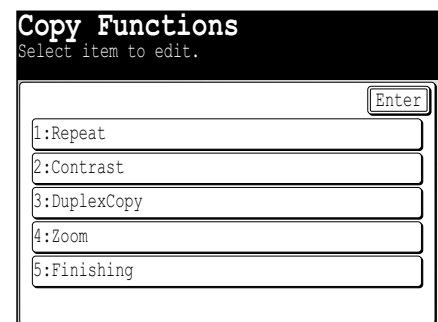
```
Copy Functions
Select item to edit.

                              Enter
1:Repeat
2:Contrast
3:DuplexCopy
4:Zoom
5:Finishing
```

8 To continue to enter other soft keys, repeat from step 5.

9 Press **RESET** to return to the standby screen.

Soft key that was changed
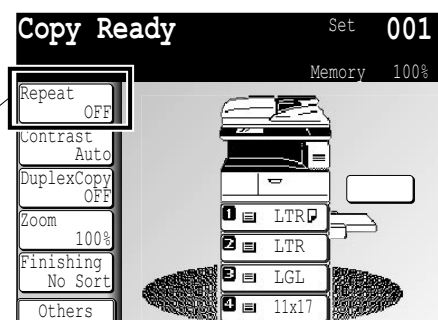
```
Copy Ready            Set   001
                      Memory  100%
Repeat
    OFF
Contrast
    Auto
DuplexCopy
    OFF
Zoom
    100%              1 ▤  LTR
Finishing             2 ▤  LTR
  No Sort             3 ▤  LGL
  Others              4 ▤  11x17
```

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

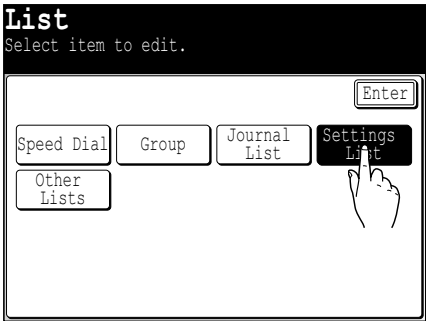Common Settings

In This Case...

Appendix
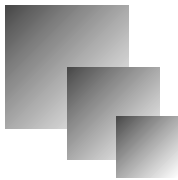
Managing Operating Conditions by Department

You can use the Department Management Function to limit who uses the machine for sending faxes and making copies by requiring input of a department code.
You can also calculate the number of pages of faxes or copies made, as well as costs for copying and faxing, for each department number.

(1)Register the charge per page. (see page 4-12)

↓

(2)Register the department numbers and names. (see page 4-14)

↓

(3)Turn on the Department Management Function. (see page 4-17)

↓

(4)Use a department number to make copies and send faxes. (see page 4-18)

↓

(5)Check the Department List for operation conditions. (see page 4-20)

Register copy charge (Cost management)

Register the cost per page for copying, if collecting copying charges per department.

1 Press **SETTING**.

2 Press **[Management]**.

Settings
Select item to edit.

			Enter
Speed Dial	Group Name	Paper Settings	Store Doc Settings
Copy Functions	Fax Functions	Scanner Settings	Management
User Install	Counter		

3 (1)Press **[◄]** or **[►]**.
(2)Press **[Cost Management]**.

Management
Select item to edit.

◄ 2/3 ► Enter

Line up   :OFF

Protect Passcode   :

Copy Protect   :OFF

Depart. Management

Cost Management

SecurityRx

4 Press **[Copy]** to register the copy
charge, and press **[Fax]** to regis-
ter the fax charge.

Cost Management
Select item to edit.

Enter

Copy: 0.00 $/Page

Fax : 0.00 $/Page
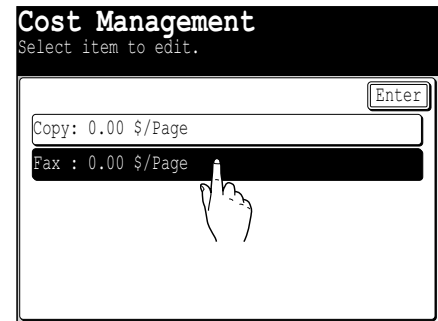
5 (1) Use **[▲] [▼]** or the numeric
keypad to enter the charge
per page of copies or faxes.

Cost Management
Enter per page fax charge

Fax   Cancel Enter

Input range: 0.00-99.99

00.05 $/Page   ▲
▼
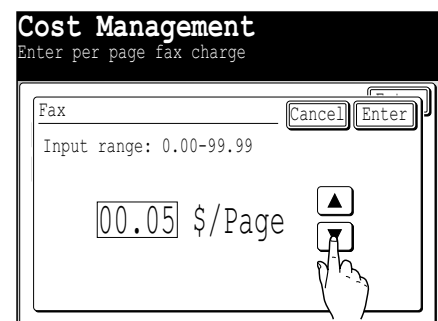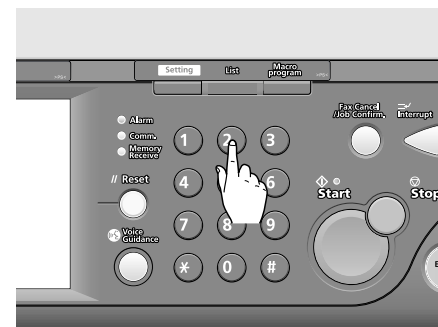
(2) Press **[Enter]** after entry.

6 The charges have been regis-
tered.
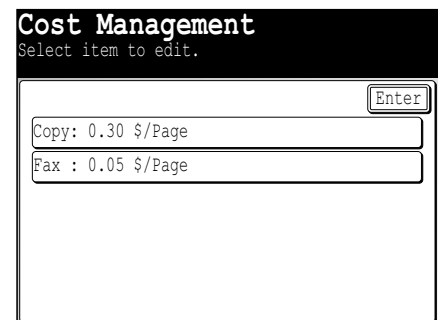
Cost Management
Select item to edit.

Enter

Copy: 0.30 $/Page

Fax : 0.05 $/Page

Register department numbers and names

You can register up to 100 department numbers and names.

1 Press **SETTING**.

2 Press **[Management]**.

3 (1) Press **[◄]** or **[►]**.
(2) Press **[Depart. Management]**.

Management
Select item to edit.

◄ 2/3 ► Enter

Line up :OFF
Protect Passcode :
Copy Protect :OFF
Depart. Management
Cost Management
SecurityRx

4 Press **[Enter/Edit]**.

Depart. Management
Select item to edit.

Enter

Setting | Enter/Edit | Delete | Protect OFF
Counter Reset

Note

· Press **[001:]** for the first entry.
· To change the name and number of a department that has already been registered, press the number you wish to change.

5 Press the number under which to register the department number and name.

Enter/Edit
Select a number to enter/edit.

Enter

001:

6 (1) Enter the department code using the numeric keypad or **[▲] [▼]**. Up to 9 digits can be entered.

Enter/Edit
Enter the department code
and select [Enter].

| Department Code | Cancel | Enter |

Input range:000000000-999999999

000000110 ▲ ▼
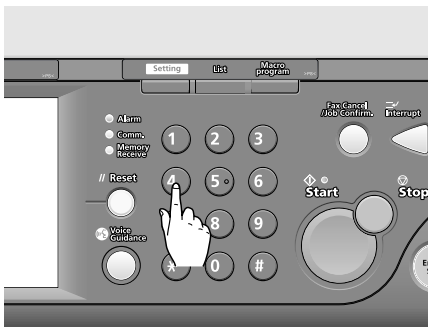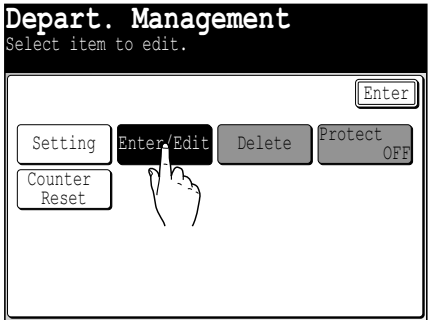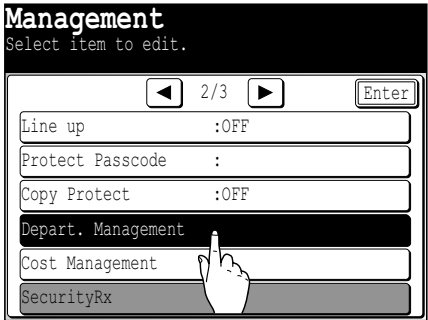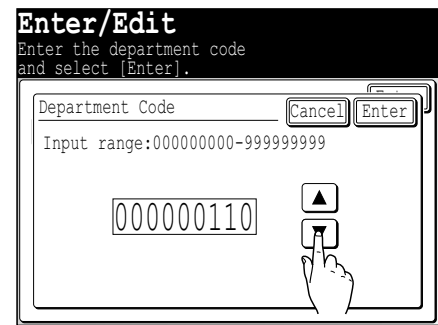
(2) Press **[Enter]** after entry.

7 The department code is registered. Next, register the department name. Press **[Department Name]**.

001:000044500
Select item to edit.

Enter

Department Code:000000110

Department Name:

Note

Up to 20 characters can be entered.

Reference

For details of the character entry, refer to page 1-44.
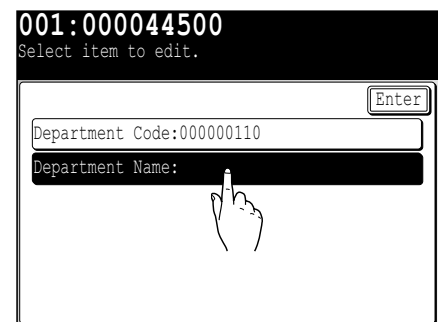
8 (1) Enter the department name
(2) Press **[Enter]** after entry.

Department Nam Cancel Enter
Domestic Sales_

◄ ► Clear 9/ 20

1 2 3 4 5 6 7 8 9 0
q w e r t y u i o p
a s d f g h j k l
_ z x c v b n m . @

Upper Symbol Space
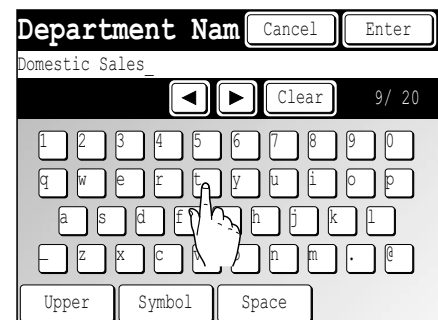
9 The list is displayed showing all data entered.

001:Equipment
Select item to edit.

Enter

Department Code:000000110

Department Name:Domestic Sales

Note

Press **RESET** to return to the standby screen.
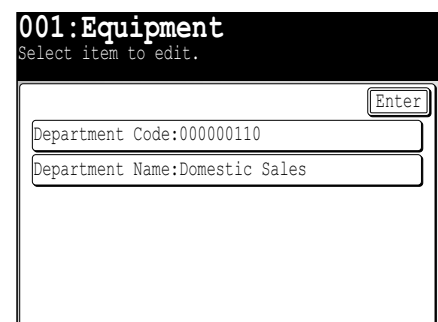
10 To register the name and number of other departments, press **[Enter]** and repeat from step 5.

Deleting department numbers and names

1 Press **SETTING**.

2 Press **[Management]**.

3 (1) Press **[◀]** or **[▶]**.
(2) Press **[Depart. Management]**.

4 Press **[Delete]**.

```
Depart. Management
Select item to edit.
                                    Enter
  Setting   Enter/Edit   Delete   Protect
                                      OFF
  Counter
   Reset
```
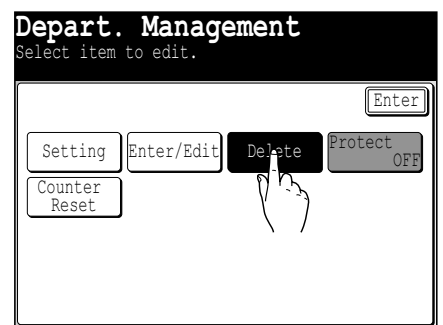
5 Select the department you wish to delete.

```
Delete
Select a number to delete.
                                    Enter
  001:Equipment
  002:DEF
  003:GHI
```

6 Press **[Yes]** to delete.

```
Delete
Select a number to delete.

   003:GHI
   Would you like to delete?


                          Yes      No
```

7 To delete another department, repeat from step 5.

Department management settings

Default: OFF

1 Press **SETTING**.

2 Press **[Management]**.

3 (1) Press **[◀]** or **[▶]**.
(2) Press **[Depart. Management]**.

4 Press **[Setting]**.

```
Depart. Management
Select item to edit.
                                    Enter

 Setting   Enter/Edit    Delete    Protect
                                        OFF
 Co
 R
```

5 Press **[Copy]** to make Department Management settings for copying, and press **[Fax]** for faxing.

```
Setting
Select item to edit.
                                    Enter

 Copy      Fax
      OFF        OFF
```

Note

Press **RESET** to return to the standby screen.

6 (1) Press **[ON]** to use Department Management.
(2) Press **[Enter]**.
Department Management has been registered.
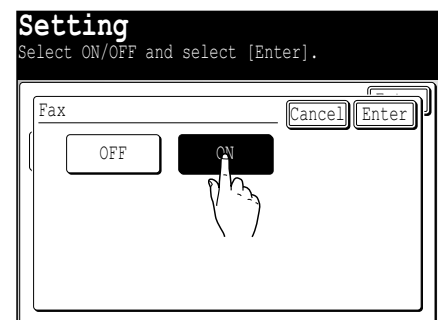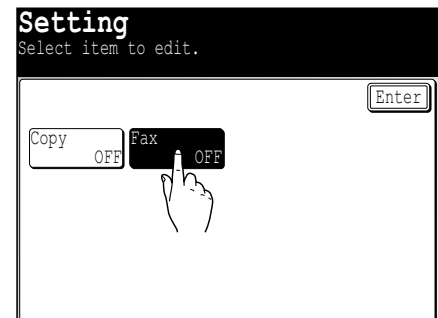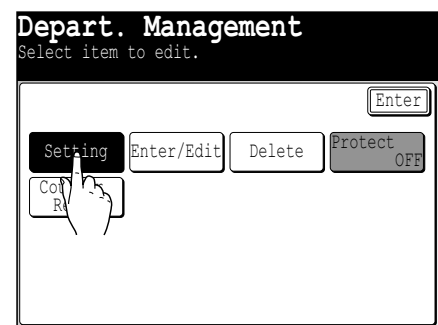
```
Setting
Select ON/OFF and select [Enter].

 Fax                      Cancel  Enter

      OFF           ON
```

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

Faxing and copying using department management function

■ Transmitting faxes

1 Press **FAX**.

2 Load the document.
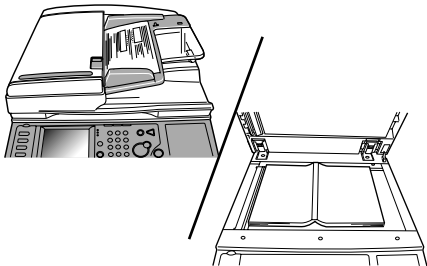
3 Enter the fax number for the other party.

4 Press **START**.

5 Use [▲] [▼] or the numeric key-pad to enter.

```
Fax Ready              Fax Ready Mode
Enter the department code and select [Enter].

Doc Type  Index   Edit      1/2
 ┌──────────────────────────────────────┐
C│ Depart. Management      Cancel  Enter │
 │                                        │
B│  Input range:000000000-999999999      │
 │                                        │
 │                            ┌─┐         │
 │        000044500           │▲│         │
 │                            ├─┤         │
T│                            │▼│         │
 │                            └─┘         │
 │                    List                │
 └──────────────────────────────────────┘
```

6 Press **[Enter]**.

■ Making Copies

1 Press **COPY**.
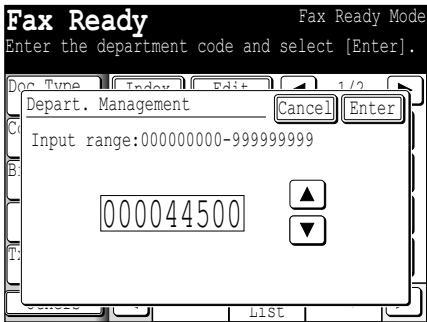
2 Set the documents.
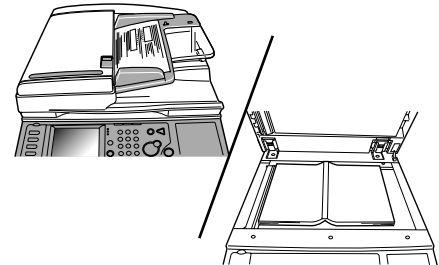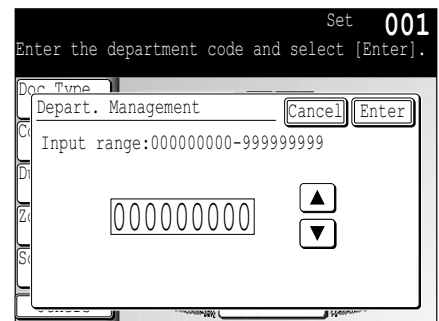
Note ○

If you press **[Cancel]**, the Department Management entry screen will disappear. Press **START** to display it again.

3 Use **[▲] [▼]** or the numeric keypad to enter the department number.

```
                              Set   001
Enter the department code and select [Enter].
Doc Type
 ┌──────────────────────────────────────┐
 │ Depart. Management      Cancel  Enter │
 │  Input range:000000000-999999999      │
 │                                       │
 │         000000000        ▲            │
 │                          ▼            │
 └──────────────────────────────────────┘
```

4 Press **[Enter]**.

5 Press **START**.

Note ○

If you continue copying, you do not need to enter the department code. You need to enter it when you press **RESET** to return to the standby screen. If a person in other departments uses after you, press **RESET**.

Printing department list

Print out the list to see the operating settings and the total charges for copy and fax.

1 Press **LIST**.

2 Press **[Settings List]**.
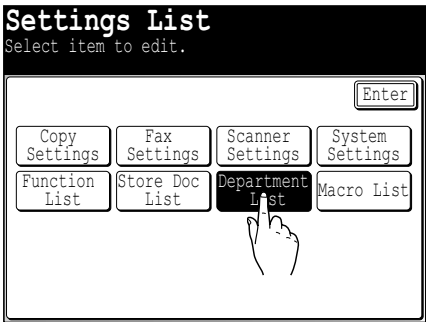
List
Select item to edit.

Enter

Speed Dial | Group | Journal List | Settings List
Other Lists

Note

Press **RESET** to return to the standby screen.

3 Press **[Department List]**.

Settings List
Select item to edit.

Enter

Copy Settings | Fax Settings | Scanner Settings | System Settings
Function List | Store Doc List | Department List | Macro List

4 Press **[Yes]**.

Settings List
Select item to edit.

Department List
Would you like to print?

Yes | No

Printout Example

```
Dallas Office          Fax:1234567890
General dept.
Accountment dept.


            ** Department List **
                              Sep 24 2004 04:09pm
1  Copy Charge($/Page):0.30  Fax Charge($/Page):0.50

   P.1
2  ┌─────────────────┬──────────────┬──────────────┬──────────────┐
   │ Department Code │ 000000110    │ 000000120    │ 000000200    │
3  │ Department Name │ Domestic Sales│ Oversea Sales│ Technical dep.│
4  │ Comm. Time      │ 0:00:28      │ 0:12:35      │ 0:00:00      │
5  │ Comm. Pages     │ 2            │ 26           │ 0            │
6  │ Fax Charge($)   │ 1.00         │ 13.00        │ 0            │
7  │ Copy Pages      │ 7            │ 10           │ 3            │
8  │ Copy Charge($)  │ 2.10         │ 3.00         │ 0.90         │
9  │ Total Charge($) │ 20.00        │ 20.00        │ 20.00        │
   └─────────────────┴──────────────┴──────────────┴──────────────┘
```

1. Copy/Fax Charge ($/Page)

2. Department Code

Each department code

3. Department Name

Each department name

4. Comm. Time

Total communication time (in hours, minutes, and seconds; h:mm:ss)

Counts the communication time up to 999:59:59 (999 hours:59 minutes:59 seconds). If the fax exceeds the maximum time, it does not count further.

5. Comm. Pages

Total printed pages of fax reception

Counts the pages up to 999999 pages. If the fax exceeds the maximum time, it does not count further.

6. Fax Charge ($)

Total print charge of fax reception

Counts the charge up to 99.99. If the fax exceeds the maximum time, it does not count further.

7. Copy Pages

Total printed pages of copying

Counts the pages up to 999999 pages. If the copy exceeds the maximum time, it does not count further.

8. Copy Charge ($)

Total print charge of copy reception

Counts the charge up to 99.99. If the copy exceeds the maximum time, it does not count further.

9. Total Charge ($)

The sum of copy charge and print charge of fax reception will be printed.

Deleting accumulated data

This section describes how to delete all accumulated data.

1 Press **SETTING**.

2 Press **[Management]**.

3 (1) Press **[◄]** or **[►]**.
(2) Press **[Depart. Management]**.

4 Press **[Counter Reset]**.

Depart. Management
Select item to edit.

Enter

Setting | Enter/Edit | Delete | Protect OFF

Counter Reset

Note

· Press **[No]** to return to step 4.
· Press **RESET** to return to the standby screen.

5 Press **[Yes]** to confirm deletion of data.

Depart. Management
Select item to edit.

Counter Reset
Is it OK to reset the counter?

Yes | No
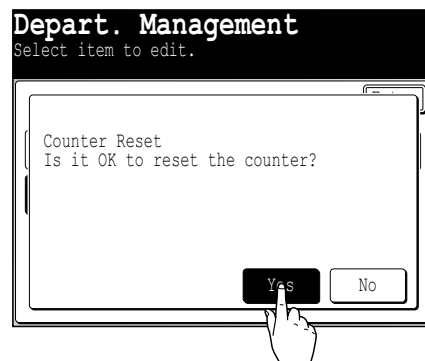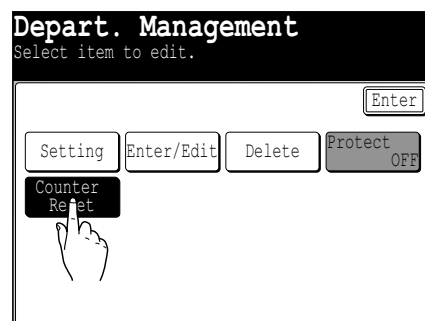
Protecting department management settings

You can turn on the Department Management Protect setting to make it impossible to register or delete department numbers or change relevant settings. You must first register the Protect passcode beforehand. (see page 4-36)

1 Press **SETTING**.

2 Press **[Management]**.

3 (1) Press **[◄]** or **[►]**.
(2) Press **[Depart. Management]**.

4 Press **[Protect]**.

Depart. Management
Select item to edit.

Enter

Setting | Enter/Edit | Delete | Protect OFF
Counter Reset

5 Use the numeric keypad to enter the number of protect passcode.

Depart. Management
Enter the Passcode and select [Enter].

Protect Passcode | Enter

◄ | ► | Clear

Note

· Press **[OFF]** to cancel the function.
· Press **RESET** to return to the standby screen.
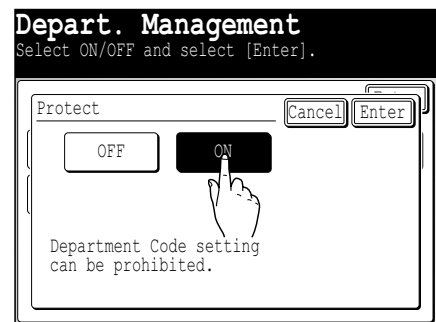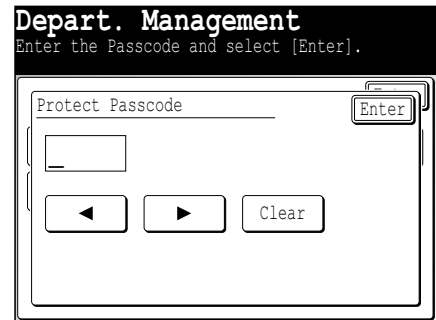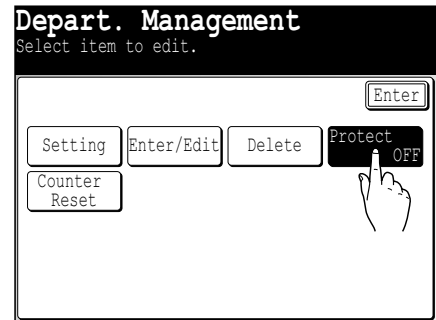
6 (1) Select **[ON]** to protect Department Management.
(2) Press **[Enter]**.

Depart. Management
Select ON/OFF and select [Enter].

Protect | Cancel | Enter

OFF | ON

Department Code setting can be prohibited.
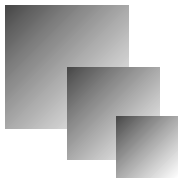
Printing List of Documents Stored in Memory

Your machine can print a list detailing documents currently stored in memory. This list will also detail how much memory each document is using.

1 Press **LIST**.

2 Press **[Setting list]**.

```
List
Select item to edit.
                                    Enter
Speed Dial   Group    Journal    Settings
                       List        List
  Other
  Lists
```

Press **RESET** to return to the standby screen.

3 Press **[Store Doc List]**.

```
Settings List
Select item to edit.
                                    Enter
  Copy       Fax     Scanner     System
Settings   Settings  Settings   Settings
Function  Store Doc  Department  Macro List
  List      List       List
```

4 Press **[Yes]**.
The list of the documents stored in the memory will be printed.

```
Settings List
Select item to edit.

  Store Doc List
  Would you like to print?



                        Yes      No
```
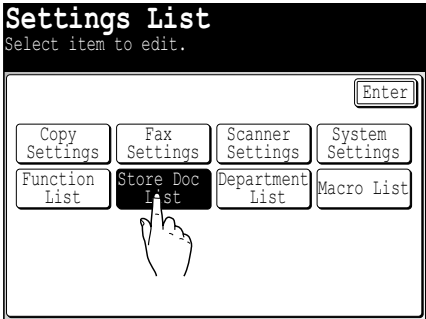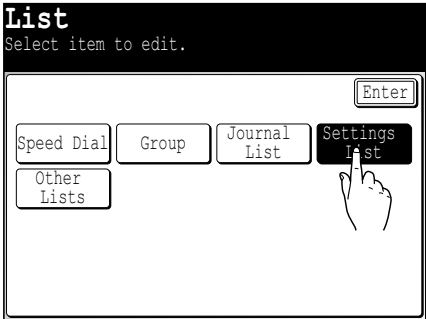
Printout Example

```
Dallas Office        Fax:123-456-7890
General dep.
Account dep.


      ** Memory Stored Doc. List **

  P.1                          Sep 24 2004 01:30pm
```

Type	DATA(KB)	Page	Note
F-Code Box Doc	20	1	Box :01 File No :01
F-Code Box Doc	112	1	Box :02 File No :01
F-Code Box Doc	40	1	Box :01 File No :02
Polling Doc.	60	1	
F-Code Box Doc	120	1	Box :01 File No :03
Tx Doc	1412	1	Comm.No.:001
Batch Tx Doc	1328	1	Box :1 File No :01
Copy Doc	5408	1	

```
        1           2     3           4
```

1. Type
This column shows the document type, such as "Polling Doc".

2. Data (KB)
This column shows how much memory each document is using.

3. Page
This column shows the number of pages in the document.

4. Note
This column details any additional information, such as the box or file number.
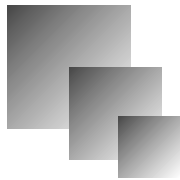
Checking the Number of Printed Pages

You can check the total number of pages printed by this machine. If the machine is used for duplex printing, each side of the document will count as one print. Meaning a two-sided document counts as 2 prints.

Checking mechanical page counter
The mechanical page counter can be located by opening the front cover.
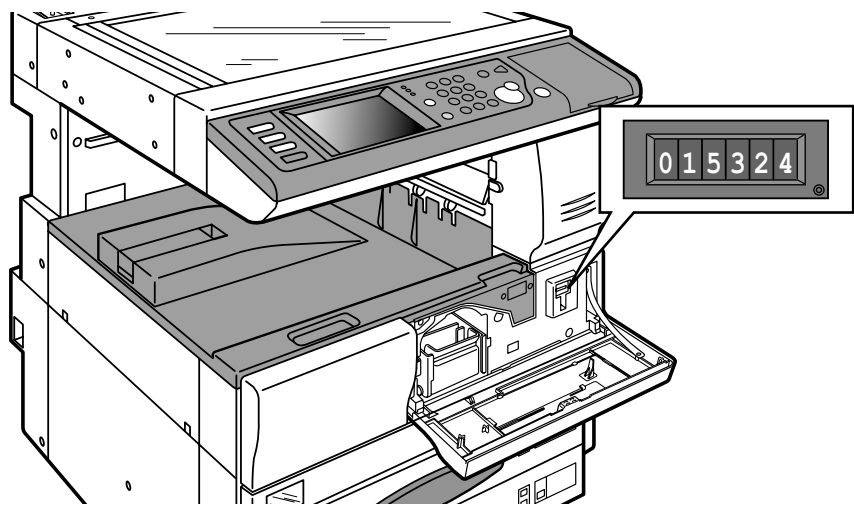
Checking the number of printed pages using the touch screen

You can check the total number of pages printed and scanned on the machine. If the machine is used for duplex printing or scanning, each side of the document will count as one print/scan. Meaning a two-sided document counts as 2 prints/scans.

1 Press **SETTING**.

2 Press **[Counter]**.

3 Select **[Print Total]** or **[Scan Total]**.
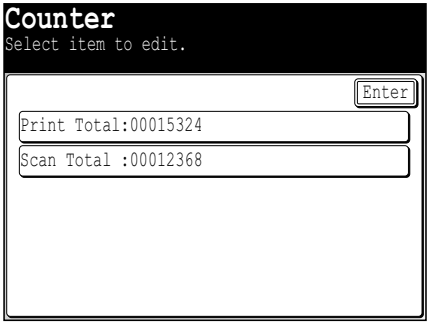
```
Counter
Select item to edit.
                                    Enter
Print Total:00015324
Scan Total :00012368
```

4 The number of pages used for each function will be displayed.
■ When **[Print Total]** is selected

```
Counter

Print Total                 Enter
  Copy        :00003715
  Fax/List    :00002972
  PC Print    :00008637
```
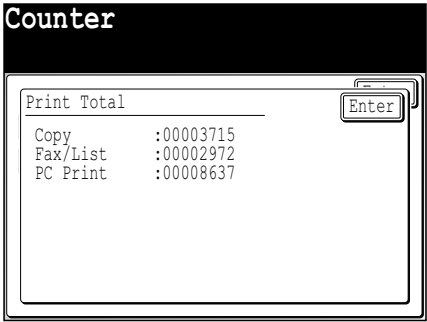
■ When **[Scan Total]** is selected
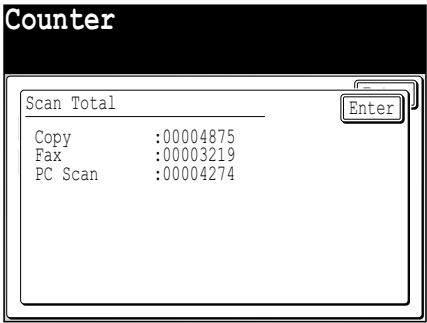
```
Counter

Scan Total                  Enter
  Copy        :00004875
  Fax         :00003219
  PC Scan     :00004274
```
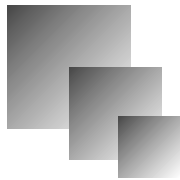
Paper Settings

You can make paper settings for receiving faxes and making copies. You can also insert paper for sorting.
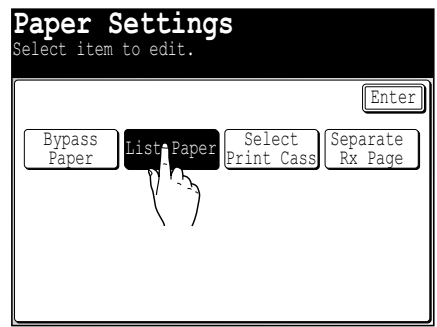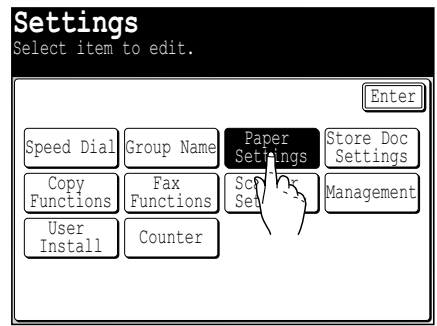
Sample settings

In this example, settings are made for "list paper".

1 Press **SETTING**.

2 Press **[Paper Settings]**.

Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings
Copy Functions | Fax Functions | Scan Set | Management
User Install | Counter

3 Press **[List Paper]**.

Paper Settings
Select item to edit.

Enter

Bypass Paper | List Paper | Select Print Cass | Separate Rx Page

Note

You can only specify one or the another.
If you specify the paper size, the cassette setting will be turned OFF and vice-versa.

4 Select whether to specify the paper size or the cassette for the paper to be used in printing lists.

```
List Paper
Select item to edit.
                                    Enter
Select by Paper Size:Auto
Select by Cassette  :OFF
```

■ Selecting by paper size
   (1) Press **[Select by Paper Size]**.
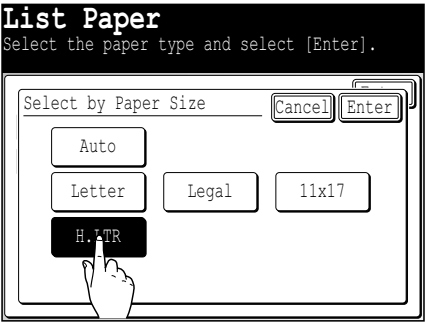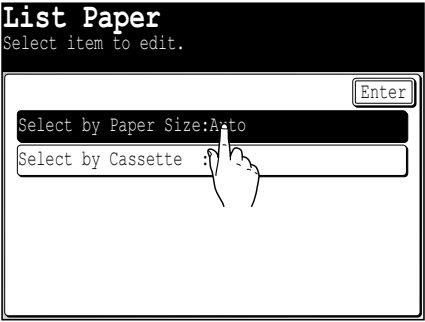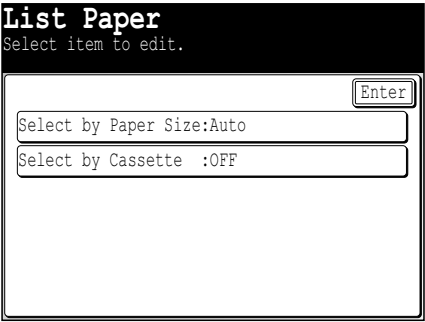
```
List Paper
Select item to edit.
                                    Enter
Select by Paper Size:Auto
Select by Cassette  :
```

   (2) Select the paper.
   (3) Press **[Enter]**.

```
List Paper
Select the paper type and select [Enter].

Select by Paper Size    Cancel  Enter
       Auto
     Letter    Legal     11x17
    H.LTR
```

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

■ Selecting by cassette

(1) Press **[Select by Cassette]**.

List Paper
Select item to edit.

	Enter
Select by Paper Size:Auto	
Select by Cassette : OFF	
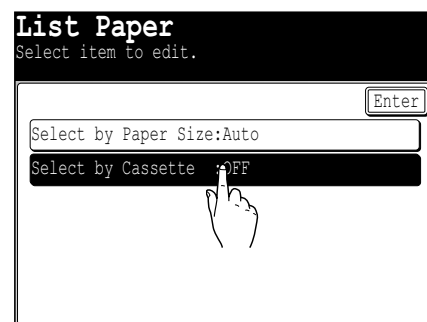
(2) Select the cassette.
(3) Press **[Enter]**.

List Paper
Select the desired cassette and
select [Enter].

Select by Cassette   Cancel Enter

Cassette 1   Cassette 2   Cassette 3

Cassette 4
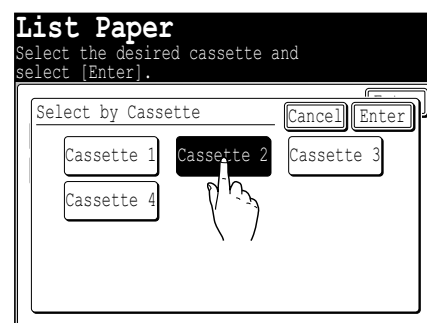
Note

Press **RESET** to return to the standby screen.

5 Press **[Enter]** to return to the screen in step 3.

List of paper settings

Reference ⬤

The settings for the various functions set under Paper Settings are printed out in the System Settings List. (see page 4-38)

Function	Description	Setting
Bypass Tray Paper	This function allows registration of the type and size of paper used in the bypass tray. Operation can be simplified by registering the paper size frequently used when using the bypass tray. Up to three types of custom paper size can be registered.	See "Bypass paper registration". (see page 1-37)
List Paper	You can select the paper size or cassette for printing lists.If the list does not fit on the paper you selected, the machine will automatically reduce and rotate it before printing.If the size of paper you selected is not in the cassette, the machine will automatically print the list on paper of a different size.If there is no paper in the cassette you selected, the machine will automatically print the list on paper from a different cassette. Note ⬤ 3rd and 4th paper cassettes are displayed when installed in the machine.	●Selecting by paper size AUTO Letter Legal 11" × 17" H.LTR ●Selecting by cassette OFF Cassette 1 Cassette 2 Cassette 3 Cassette 4
Select Print Cassette	■Faxing: You can specify the cassette to use when receiving faxes. "ON" :Use this cassette. "ON (*)" :Use this cassette prior to another cassette containing the same size paper. "OFF" :Not use this cassette. Note ⬤ · You cannot set a cassette used for "separate receiving pages". · 3rd and 4th paper cassettes are displayed when installed in the machine. ■Copying: You can specify the cassette to use when paper selection is set to "Auto". "ON" :Use this cassette. "ON (*)" :Use this cassette prior to another cassette containing the same size paper. "OFF" :Not use this cassette. Note ⬤ 3rd and 4th paper cassettes are displayed when installed in the machine.	Cassettes 1 to 4 ON ON (*) OFF Bypass tray ON ON (*) OFF Cassette 1 ON ON (*) OFF Cassette 2 to 4 ON ON (*) OFF Bypass tray ON ON (*) OFF

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Functions	Description	Setting

Separate Reception Page	This function selects the cassette for printing the first page of the received document. This allows you to change the orientation of the first page and the rest of the pages, or use different sizes or colors of pages, and to sort the documents per reception.
	
	Note
	· 3rd and 4th cassettes are displayed when installed in the machine.
	· You cannot specify the cassette you set to OFF for fax printing.
		●Settings
		  ON
		  <u>OFF</u>
		
		●Select Cassette
		  <u>Cassette 1</u>
		  Cassette 2
		  Cassette 3
		  Cassette 4
		  Bypass tray
		
		●Prints to the top page
		  ON
		  <u>OFF</u>
		
		Note
		· When turned ON, the received document is printed starting from the first page.
		· When turned OFF, the first page is left blank and printing starts from the second page.

2-Bin Tray Setting	If the optional 2-Bin tray is installed, you can select which bins to discharge copies, faxes, and lists to.	●Copy Exit
		  Lower
		  <u>Upper</u>
		
		●Fax Exit
		  <u>Lower</u>
		  Upper
		
		●List Exit
		  <u>Lower</u>
		  Upper

Note

Underlined items are the factory default.
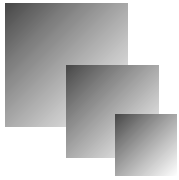
Device Management Settings

These settings are for managing fax and copy functions and for functions designed to make operations easier.

Sample settings

In this example, settings are made for "copy protect".

1 Press **SETTING**.

2 Press **[Management]**.
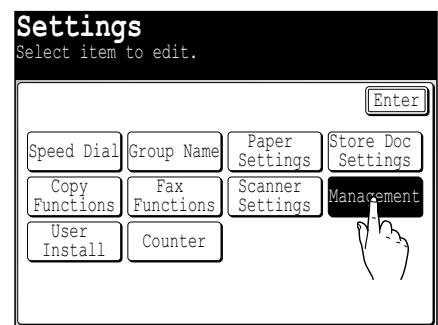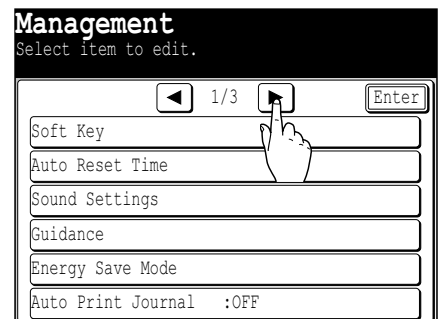
Settings
Select item to edit.

Enter

Speed Dial | Group Name | Paper Settings | Store Doc Settings
Copy Functions | Fax Functions | Scanner Settings | Management
User Install | Counter

3 Press **[◄] [►]**.

Management
Select item to edit.

◄ 1/3 ► Enter

Soft Key
Auto Reset Time
Sound Settings
Guidance
Energy Save Mode
Auto Print Journal   :OFF

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

4 Press **[Copy Protect]**.

Management
Select item to edit.

◄ 2/3 ► Enter

Line Up   :OFF
Protect Passcode :****
Copy Protect   :OFF
Depart. Management
Cost Management
SecurityRx   :OFF

When you have entered
the protect passcord, the
screen for entering the
protect passcord will be
displayed first.

5 Press **[ON]** to use the copy pro-
tect function.

Management
Select ON/OFF and select [Enter].

Copy Protect   Cancel Enter

OFF   ON

The selection of the Copy Mode screen
can be prohibited.

Note

Press **RESET** to return to
the standby screen.

6 Press **[Enter]** to return to the
screen in step 4.
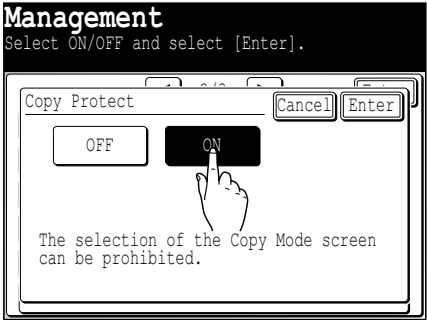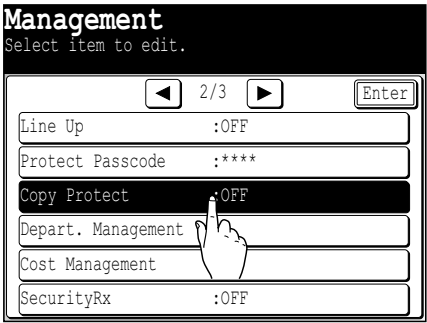
Device management setting list

Function	Description	Setting
Soft Key	This function allows you to change the "soft keys" displayed in the standby screen.	Refer to "Changing Soft Keys" on page 4-10.
Auto Reset Time	This sets the period of time before the copy/fax screen returns to the standby screen. ■Copy and Scanner screens "Reset time" :When the machine does not operate for a set period of time after copying or scanning is completed, the selected settings are reset (returned to their original values). The reset time can be set. "Reset After Scan": :Turning it ON resets the resolution, resizing, and other settings after the document is scanned.Turning it OFF resets the values after the selected reset time has elapsed. ■Fax screen When the machine does not operate for a set period of time after faxing, the selected settings are reset (returned to their original values). The reset time can be set.	●Reset time 1 to 10 minutes: <u>3 minutes</u> ●Reset After Scan: ON <u>OFF</u> ●Reset time 1 to 10 minutes: <u>3 minutes</u>
Sound Settings	This allows you to set the various sounds. ■Buzzer and Key Touch Volume You can adjust the volume of the various sounds emitted by the machine. ■Key Touch Tone You can change the tone emitted when pressing the buttons. Different tones can be set for fax and copy. ■Fax Ringer Volume You can set the ringer for fax reception even if the optional handset is not used. ■Complete beep Sound a beep to signal that a copy or a fax is completed. ●Copy Completion Beep............ When copying has finished ●Fax Transmission Complete ... When a fax has been sent ●Fax Reception Complete .... When a fax has been received ●Fax Printing Complete............ When printing a received document has finished ●Sleep Mode Reception .... When reception has finished during energy save mode Note · Press **[Test]** to hear the selected sounds. · There is no completion guidance when fax reception finishes in sleep mode. · "Sleep Mode Reception" is the completion reception beep in can be set when energy save period is set. (See "Energy Save Period" page 4-36.) ■Paper Jam Alarm Sound an alarm tone when a paper jam occurs. ■Document Left on glass Alarm Sound an alarm tone when a document is left on the glass after scanning.	OFF Low <u>Middle</u> High ●Fax High Mid <u>Low</u> ●Copy High Mid <u>Low</u> ●Scanner High Mid <u>Low</u> <u>OFF</u> ON OFF <u>Type 1</u> Type 2 Type 3 Voice <u>OFF</u> Type 1 Type 2 Type 3 <u>ON</u> OFF <u>ON</u> OFF

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

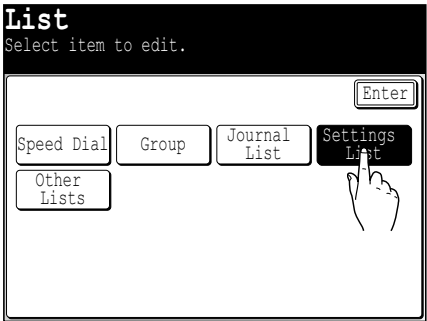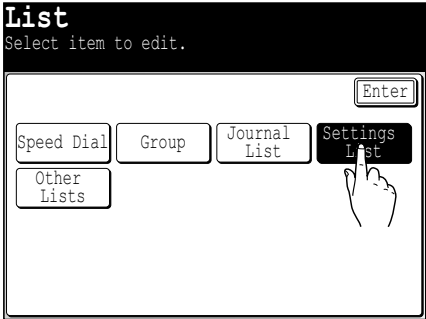FAX Chapter4

Common Settings

In This Case...

Appendix

| Function	Description	Setting
Guidance	The guidance mode and volume can be set for the voice guidance.	Refer to "Voice Guidance" on page 1-58.
Energy Save Mode (see page 1-24)	You can make the settings for auto power off mode, sleep mode, the time for switching to those modes, the time to start energy save mode and the time to cancel it. **Note** You can put the machine into low power mode immediately by pressing **ENERGY SAVE**, regardless of these settings. You can also put the machine into sleep mode by pressing **ENERGY SAVE** for longer than 3 seconds. "Low Power Mode" :If the machine is not used for the period of time selected here, it automatically switches to low power mode. "Sleep mode Setting": :When this is set to OFF, sleep mode is not used. "Sleep Mode" :If the machine is not used for a selected amount of time in the Low Power Mode, it automatically switches to sleep mode. ■Energy Save Period You can set the time for the machine to switch from low power mode or sleep mode to normal state, or vice-versa. "Start Time": When this is set to ON, it sets the time for low power mode to start. "Reset Time": When this is set to ON, it sets the time for energy save mode to stop.	●Low Power Mode 1 to 100 minutes: 15 minutes ●Sleep Mode Setting ON OFF ●Sleep Mode 30 to 120 minutes: 60 minutes ●Start Time ON : 18:00 OFF ●Stop Time ON : 9:00 OFF
Auto Print Journal	When turned ON, the machine automatically prints a "send/receive report" once 100 faxes have been sent or received. **Note** Transmission and reception reports cannot be automatically printed.	ON OFF Refer to "Printing journal report automatically" on page 3-152.
Line Up	When turned ON, you can sort the report by the recipients name. This can make it easier to locate specific jobs and to confirm job status. When turned OFF, the report will be sorted by communication time. Dallas Office Fax:123-456-7890 General dep. Account dep. ** Transmit Journal ** P.1 Sep 24 2004 01:35pm No. Name Mode Start Time Time Page Dept Result Note 001 New York Office Normal 09/24 13:31 0'22" 0 #T.4.1 003 New York Office Normal 09/24 13:33 0'12" 1 # O K 002 Chicago Office Normal 09/24 13:32 0'12" 1 # O K	ON OFF
Protect Passcode	You can register the protect passcode required for using the security functions (secure reception, department management protect, copy protect). To change the protect code, you must enter the old one first. Enter 0000 to delete the protect passcode	No protect passcode is registered at shipment.

Function	Description	Setting
Copy Protect	Prohibits copies. When turned ON, the display will not switch to the copy screen even if **COPY** is pressed. Fax & copy mode will not be possible.	ON <u>OFF</u>
Department Management	You can limit who uses the machine for sending faxes and making copies by requiring input of a department code.	See "Managing Operating Conditions by Department". (see page 4-12)
Cost Management	You can register the charge data for collecting copying and faxing charges per department.	Refer to "Managing Operating Conditions by Department" on page 4-12.
Security Reception	This stores and does not print documents received after security reception starting time. This function makes it possible to store in memory faxes received at night, for example, when no one is in the office. The received faxes can be printed later.	Refer to "Preventing Received Documents from Being Read by Others (Security Reception)" on page 3-88.
Jobs Waiting to Print	The number of out-of-paper receptions and copies waiting to be printed is displayed.	Refer to "Checking Copy Print Queue" on page 2-26. Refer to "Checking the out-of-paper reception copy print queue" on page 3-49.
Print Mask	This adjusts the size of the margin around the paper.	0.04 to 0.16 inches: <u>0.12 inch</u>
PIN Mode	When turned ON if required to enter the PIN (personal identification number) for making a long distance call, the PIN will not appear in a journal, error message printout or a transmit confirmation report.	Refer to "Masking the PIN" on page 3-142.

Note

Underlined items are the factory default.

Printing device management list

The settings for the various functions set under Device Management can be printed out for checking.

1 Press **LIST**.

2 Press **[Settings List]**.

List
Select item to edit.

Enter

Speed Dial | Group | Journal List | Settings List
Other Lists

3 Press **[System Settings]**.

Settings List
Select item to edit.

Enter

Copy Settings | Fax Settings | Scanner Settings | System Settings
Function List | Store Doc List | Department List | Macro List
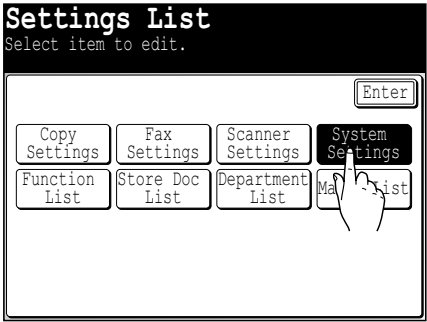
4 Press **[Yes]**.
The Device Management List will be printed.

```
Settings List
Select item to edit.


System Settings
Would you like to print?




                                    Yes      No
```
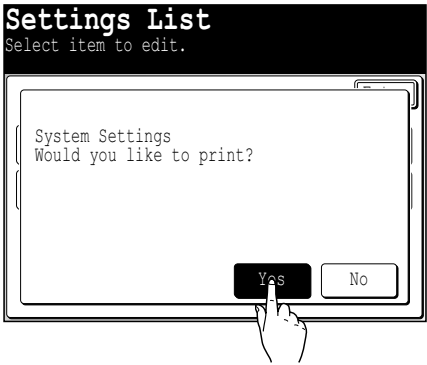
Printout Example

```
                    ** System Settings **
  P.1                                    Sep 24 2004 01:30pm
 ┌─────────────────────────────────────────────────────────┐
 │Auto Reset Time                                            │
 │  Copy Screen                                              │
 │    Reset time           After 3 Minute                    │
 │    Reset After Scan     OFF       ON                      │
 │  Fax Screen                                               │
 │    Reset time           After 3 Minute                    │
 │  Scanner Screen                                           │
 │    Reset time           After 3 Minute                    │
 │    Reset After Scan     OFF       ON                      │
 │Sound Settings                                             │
 │  Volume                 OFF       Low     Middle   High   │
 │  Key Touch Tone                                           │
 │    Fax                  High      Mid     Low            │
 │    Copy                 High      Mid     Low            │
 │    Scanner              High      Mid     Low            │
 │  Fax Ringer             OFF       ON                      │
 │  Complete Beep                                            │
 │    Copy Complete        OFF    Type 1   Type 2  Type 3  Voice│
 │    Transmission Complete OFF   Type 1   Type 2  Type 3  Voice│
 │    Rx Complete          OFF    Type 1   Type 2  Type 3  Voice│
 │    Rx Print Complete    OFF    Type 1   Type 2  Type 3  Voice│
 │  Paper Jam Alarm        OFF    ON                         │
 │  Doc. left on glass alarm OFF  ON                         │
 │Guidance                                                   │
 │  OP. Guidance Mode      Auto    Manual                    │
 │  OP. Guidance Volume    Low     Middle   High    Full     │
 │  Error Guidance Volume  OFF     Low      Middle  High   Full│
 │  Notification Volume    OFF     Low      Middle  High   Full│
 │Energy Save Mode                                           │
 │  Low Power Mode         After 15 Minute                   │
 │  Sleep Mode Setting     OFF       ON                      │
 │  Sleep Mode             After 60 Minute                   │
 │  Energy Save Period                                       │
 │    Start Time           OFF                               │
 │    Reset Time           OFF                               │
 │Auto Print Journal       OFF       ON                      │
 │Line Up                  OFF       ON                      │
 │Copy Protect             OFF       ON                      │
 │Depart. Management                                         │
 │  Setting                                                  │
 │    Copy                 OFF       ON                      │
 │    Fax                  OFF       ON                      │
 │Cost Management                                            │
 │  Copy                   0.00 $/Page                       │
 │  Fax                    0.00 $/Page                       │
 │Print M                                                    │
 └─────────────────────────────────────────────────────────┘
```

Printing function list

Print out all the function lists of the machine for checking.

1 Press **LIST**.

2 Press **[Settings List]**.

3 Press **[Function List]**.
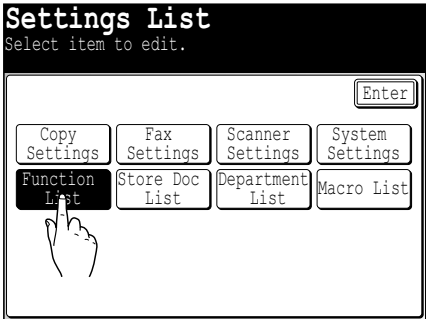
Note

Press **[No]** to return to the screen in step 3.

4 Press **[Yes]**.
The function list will be printed.

Printout Example

```
                      ** Function Settings **
P.1
 ├ Speed Dial
 │           ├ Enter/Edit
 │           ├ Delete
 │           ├ Delete And Move Up
 │           └ Insert
 │
 ├ Group Name
 ├ Paper Settings
 │            ├ Bypass Paper
 │            │            ├ Paper Size
 │            │            ├ Paper Type
 │            │            ├ Custom 1 Size
 │            │            │            ├ Width
 │            │            │            └ Length
 │            │            │
 │            │            ├ Custom 2 Size
 │            │            │            ├ Width
 │            │            │            └ Length
 │            │            │
 │            │            └ Custom 3 Size
 │            │                         ├ Width
 │            │                         └ Length
 │            │
 │            ├ List Paper
 │            │           ├ Select by Paper Size
 │            │           └ Select by Cassette
 │            │
 │            ├ Select Print Cass
 │            │           ├ Fax
 │            │           └ Copy
 │            │
 │            ├ Separate Rx Page
 │            │           ├ Setting
 │            │           ├ Separator Cassette
 │            │           └ Print Document
 │            │
 │            └ 2-Bin Tray Setting
 │                        ├ Copy Exit
 │                        ├ Fax Exit
 │                        └ List Exit
 │
 ├ Store Doc Settings
 │            ├ Store
 │            │        ├ Polling Doc.
 │            │        └ Bulletin Box Doc.
 │            │
 │            ├ Delete
 │            │        ├ Polling Doc.
 │            │        ├ Bulletin Box Doc.
 │            │        ├ Batch Tx Doc.
 │            │        └ Scan Box Doc.
 │            │
 │            └ Print
 │                     ├ Polling Doc.
 │                     ├ F-Code Doc.
 │                     ├ Security Rx Doc
```

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Common Settings for Copy and Fax ● Function Settings

In This Case...

Maintenance and Troubleshooting

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix
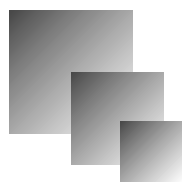
Paper Jams

If a paper jam occurs, an alarm will sound and a message will be displayed where the paper jam occurred. Remove the paper carefully, following the procedure. If **VOICE GUIDANCE** is active, press it to hear an explanation of how to clear the paper jam.
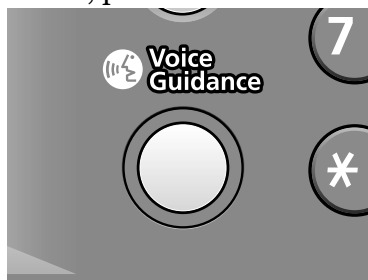
Note

To stop voice guidance, press **VOICE GUIDANCE** again during the guidance.

Reference

You can make the voice guidance start automatically by setting the "OP. Guidance Mode" to "Auto". (see page 1-61)

⚠ CAUTION

The fuser unit and the area around it are extremely hot.
Contact may cause burns, so be sure not to touch any area not mentioned in the procedure. If your hand or any other body part comes into contact with a hot part, immediately cool the affected area with cold water.

Fuser unit
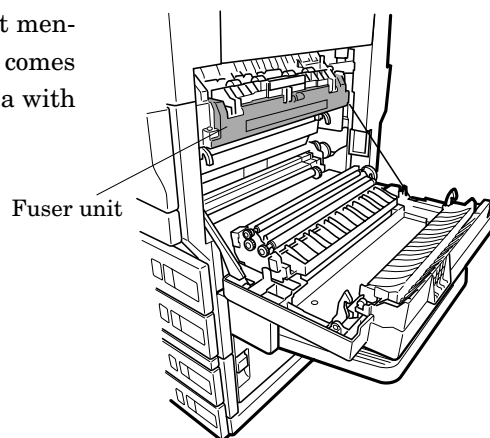
Touching the surface of the transfer roller adversely affects the copy quality.
Do not touch the surface of the transfer roller.

Transfer roller
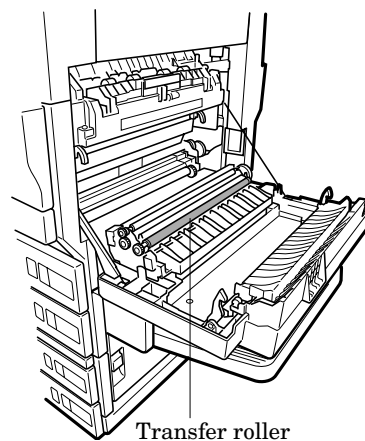
If paper jam occurs in the fusing area

1 Pull the right cover release lever (C1) and open the right door.
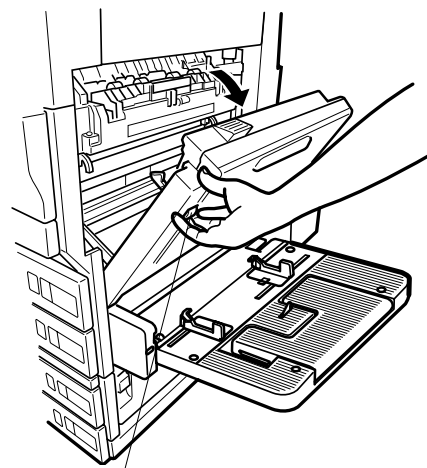
Right cover release lever (C1)

2 Gently pull out the jammed paper.
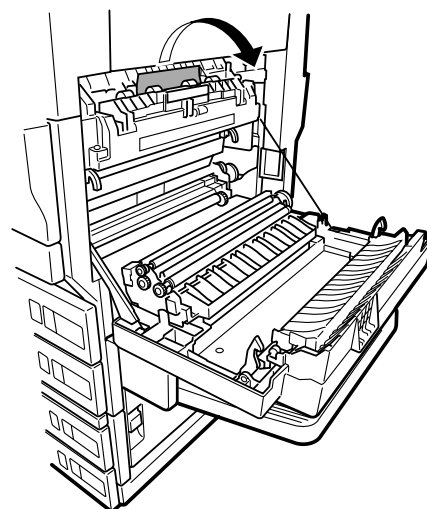
Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

3 Open the fuser tray.
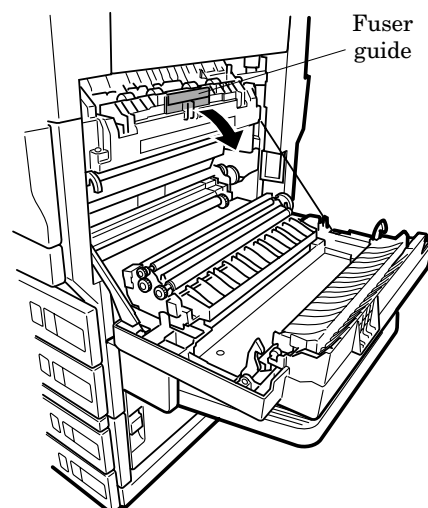
Fuser
guide

If there is no duplex unit,
open cover above the
fuser unit and remove the
paper jammed inside.

4 Gently remove the jammed pa-
per.
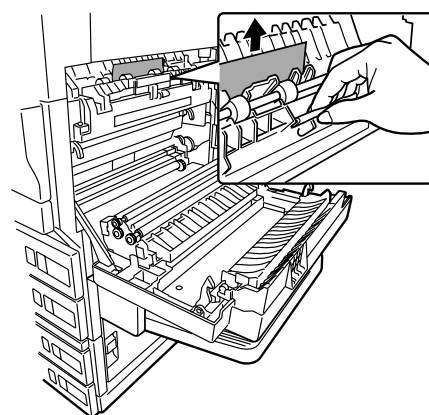
■ If a switchback unit is installed

Note

The switchback unit is
optional. The model in-
stalled with the duplex
unit or 2-Bin tray mounts
the switchback unit.

5 Open the branch guide and gen-
tly pull out the paper jammed in
the switchback unit.

Branch
guide
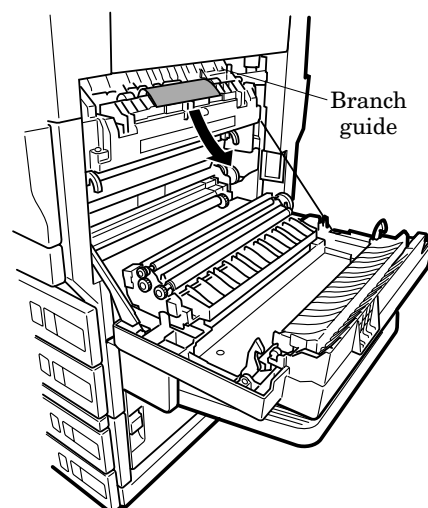
6 Gently pull out the paper jammed in the fuser unit.
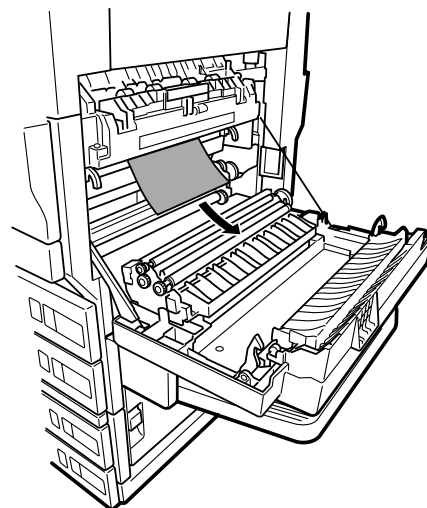
7 Gently remove the paper jammed at the transfer roller.
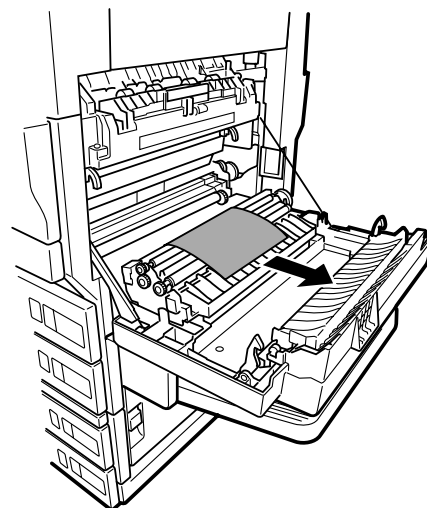
In this case

If the paper is as described below, contact your Muratec dealer.
- Paper wrapped around the transfer roller
- Paper folded and pulled into the transfer roller
- Paper tears when you attempt to remove it, and pieces are still jammed in the machine.

■ **If a duplex unit is installed**

8 Gently remove the paper jammed
in the guide.

9 Close the right cover.
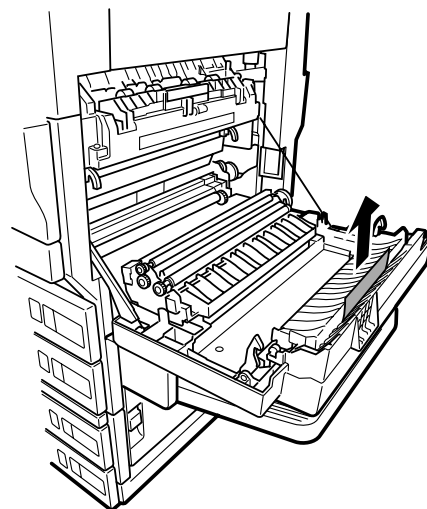
If paper jam occurs in the duplex unit

Note

A duplex unit is optional.

1 Open the duplex unit cover (C5).

2 Gently pull out the jammed paper.

3 Close the right duplex unit cover.
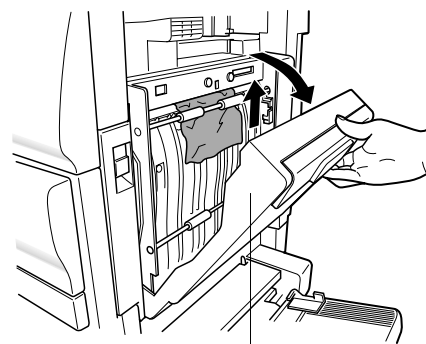
Duplex unit cover (C5)

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

If paper jam occurs in the bypass tray

1 Remove the paper in the bypass tray.
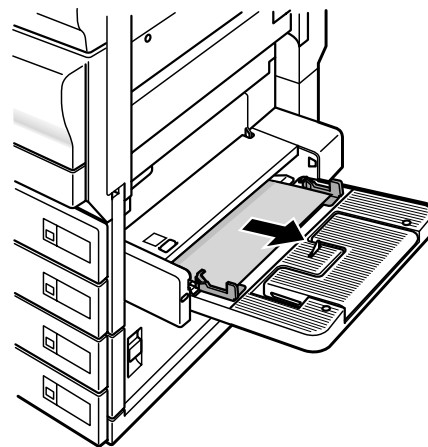
2 If you cannot remove the paper, pull the knob (C3) on the slide plate in the bypass tray and pull the slide plate towards you.
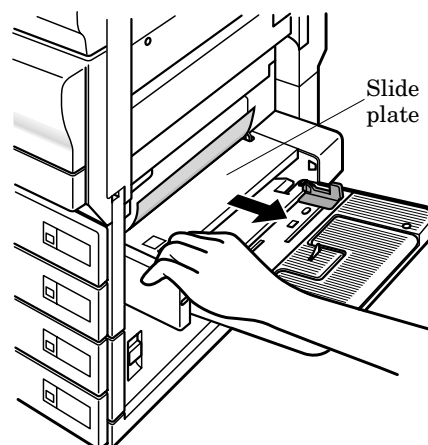
Slide
plate

3 Push down on the slide plate with your left hand and gently pull out the paper jammed in the bypasstray.
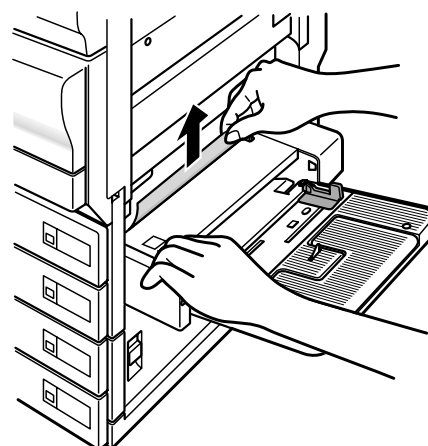
4 Reinsert the slide plate.

If paper jam occurs in the paper cassettes (cassette 1 and cassette 2)

1 Open the bypass tray.
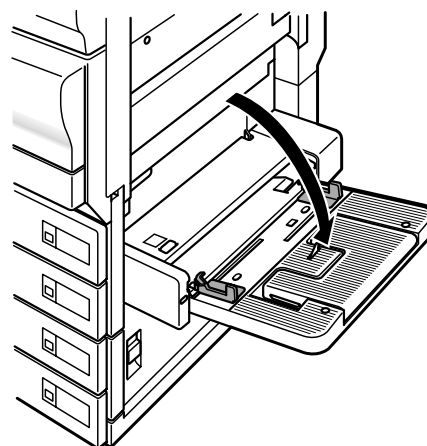
2 Pull the lever (C2) on the right lower cover in the location displayed on the touch screen and open the cover.
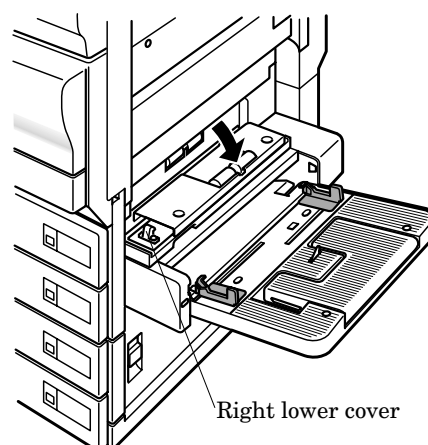
Right lower cover

3 Gently pull out the jammed paper.
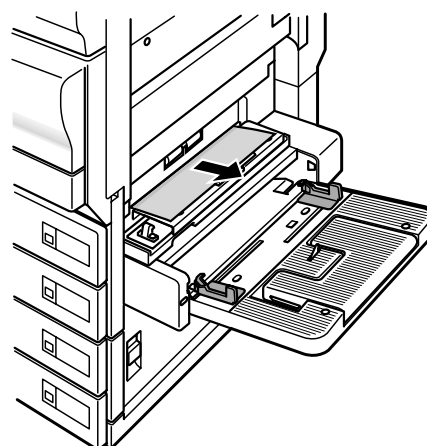
4 Close the right lower cover.

5 Close the bypass tray.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

If paper jam occurs in the paper cassettes (cassette 3 and cassette 4)

1 Pull the lever (C4) on the right lower door and open the cover.
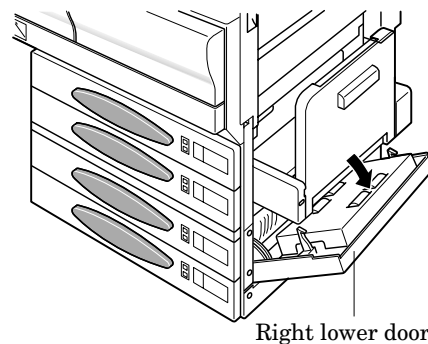
Right lower door

2 Gently pull out the jammed paper.
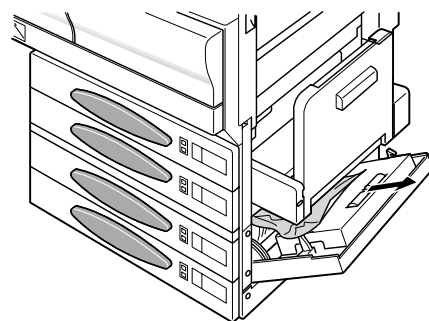
3 Close the right lower door.

If paper jam occurs in the large capacity cassette

1 Pull the lever (C4) on the right lower door and open the cover.
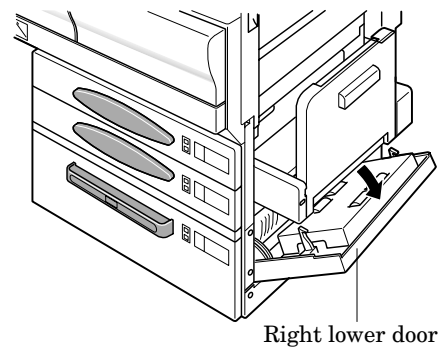
Right lower door

2 Gently pull out the jammed paper.
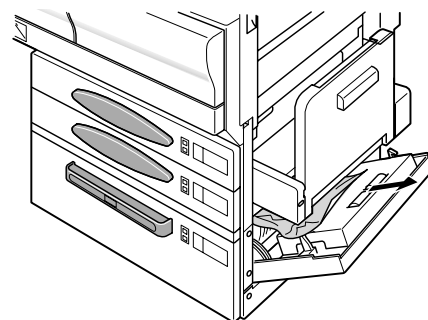
3 Close the right lower door.

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
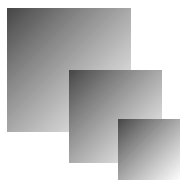
Document Jams

If the document jams, an alarm will sound and a message will be displayed. Remove the paper carefully, following the procedure.

Document jam
Open & Check the
Blinking Cover.

A1
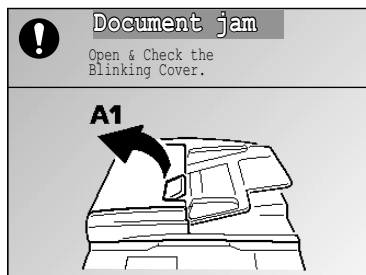
Important

If the document cannot be easily pulled out, do not force it. Turn the dial to discharge the paper. Forcefully pulling the document out may cause it to tear.

Note

If the document is caught in the roller, do not attempt to pull it out, but proceed to step 3.

1 (1) Lift the ADF cover release lever (A1) to open the ADF cover.
(2) Remove the jammed document. If the document cannot be removed, go to step 2.

ADF cover

(1)

(2)
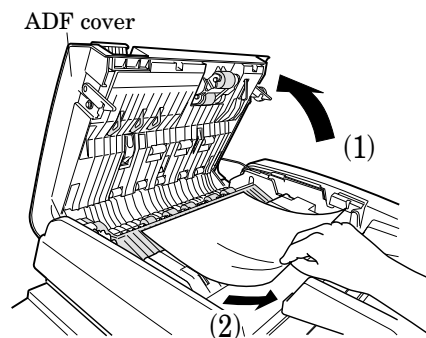
2 (1) Open the inside cover (A2).
(2) Gently pull out the jammed document.
If the document cannot be removed, go to step 3.

Inside cover

(1)

(2)
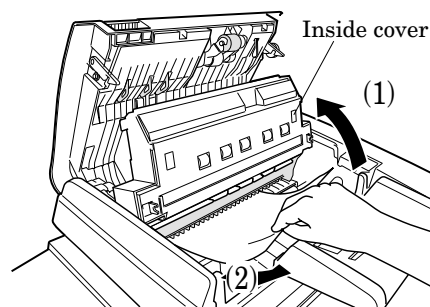
3 (1) Turn the dial to discharge the jammed document.

(1)
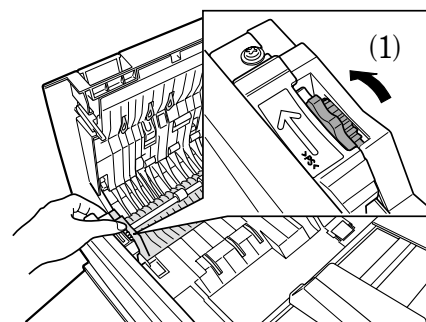
(2) Lift up the document tray.
(3) Gently pull out the jammed document.

(1)
(2)
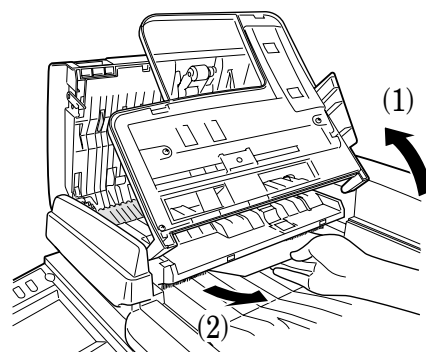
4 Lower the document tray. Close the inside cover and the ADF cover.

5 (1) When the error message shown at right is displayed, the remaining pages of the document can continue to be scanned.

⚠ **Document jam**
Open & Check the Blinking Cover.

Continue to store?

Yes   No

> **Note**
> If you are using Quick Memory Transmission, a check message will be printed indicating the number of pages in the document that got jammed. Replace the jammed document and resend it.

> **Note**
> In transmitting, press **[No]** to stop transmission. In copying, press **[No]** to start copying only the scanned document.

(2) Press **[Yes]** to continue scanning.

6 Replace the jammed document and press **[Start]** or **START**. Scanning of the document will start.

Continue storing..

Jam Recover

Set the document,
Press [START]

From Page :   2

Start   Cancel

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix
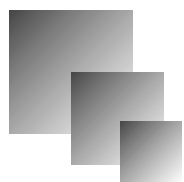
Replacing Drum Cartridge/ Toner Bottle

Drum cartridge/Toner bottle

⚠ CAUTION

●Never dispose of the drum cartridge or toner bottle in fire. They can explode and catch fire.
●Keep the toner out of your eyes. If toner gets in your eyes, flush with water and seek medical attention.

Important

●Do not expose the drum cartridge to direct sunlight or strong light. Do not expose it to ordinary indoor lighting for more than 5 minutes.
●The drum shutter protects the drum inside by preventing it from being exposed to light. Never open the drum cover. Do not touch the surface of the drum with your hands. Doing so will prevent the unit from functioning properly.
●Keep water, oils, and other similar substances away from the drum cartridge and toner bottle.
●Do not open the bags the drum cartridge and toner bottle come in before installation.
●Be sure to use the toner bottle specified for MFX-2830. Any other toner bottles could cause the malfunction.

■ Drum cartridge
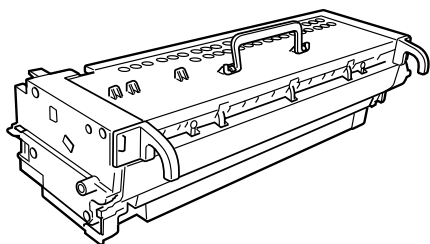
The drum cartridge should be replaced after around 84,000 A4-sized copies made with a toner coverage of 6%. (When printing 3 A4-sized pages in a row)

■ Toner bottle
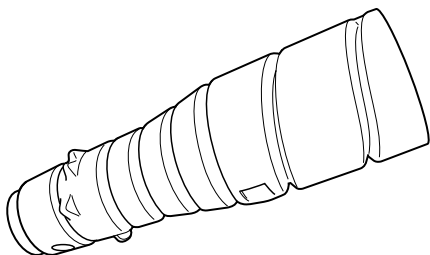
The toner bottle should be replaced after around 14,000 A4-sized copies made at a toner coverage of 6%.

Note

· The toner coverage is a value that indicates the amount of toner applied when printing a single page. The number of pages previously described is only a rough figure, which will vary depending on the kinds of documents you use and how they are printed.
· When the time approaches for replacing the drum cartridge or the toner bottle, a message will appear announcing it. The message will indicate how many pages you can continue printing before replacement. (The actual count is a rough figure, which means that the unit could not print before the number becomes 0.)

Replacing toner bottle

1 Open the front cover.

2 Pull the toner hopper towards you as far as it comes.

Toner hopper

3 Lift up the toner holder.

Toner holder

4 Pull out the empty toner bottle slowly.
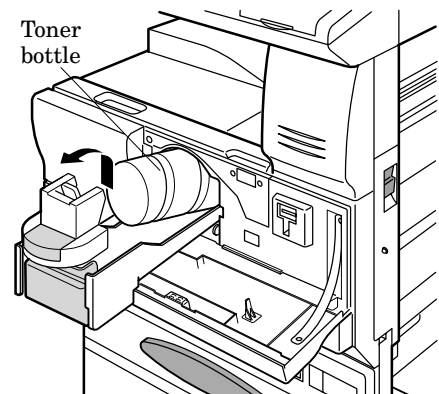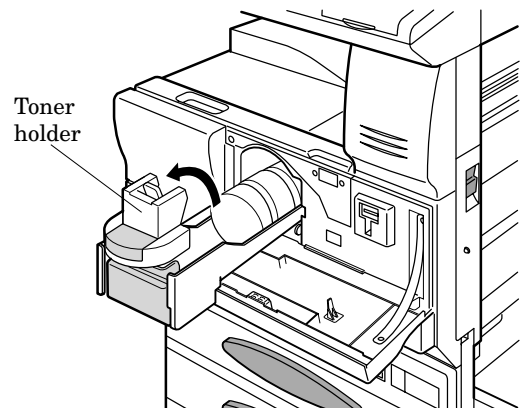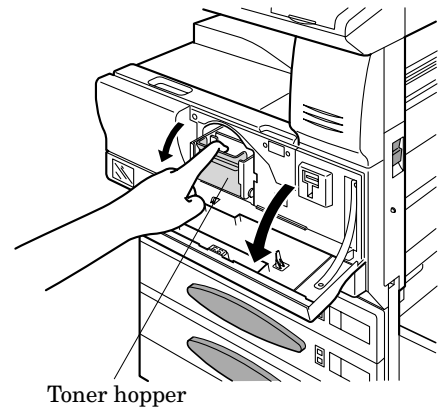
Toner bottle

5 Tap the new toner bottle on a table or other hard surface four or five times for each direction.
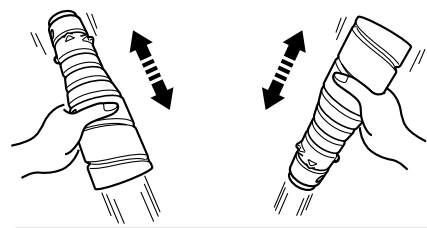
6 Vigorously shake the new toner bottle up and down five times.
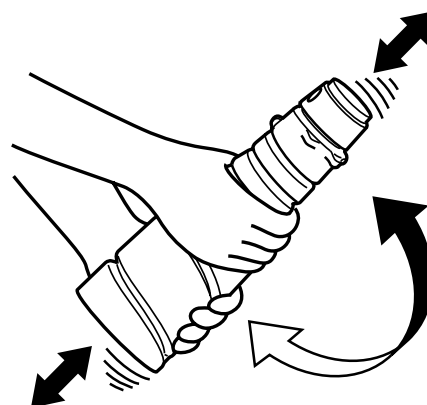
7 With the seal on the toner bottle facing up, set it in the toner hopper.

Seal

Toner hopper
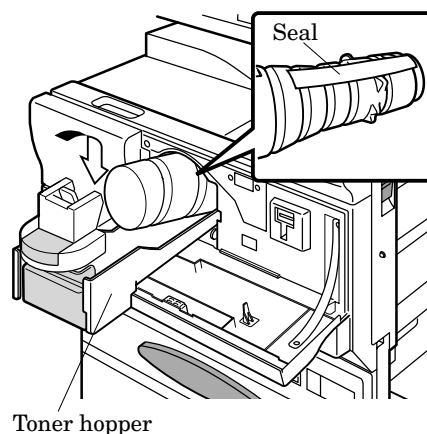
8 Tilt it down until the toner holder locks. Grab the seal on the toner bottle and slowly pull it out towards you.

Seal

Toner holder
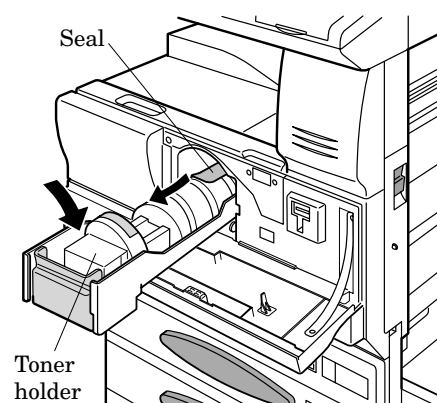
Note

· Toner supply starts automatically when the lid of toner bottle storage is closed.

· Do not turn off the power or open any other covers when supplying the toner.

9 Return the toner hopper until it clicks.

Toner holder

Toner hopper
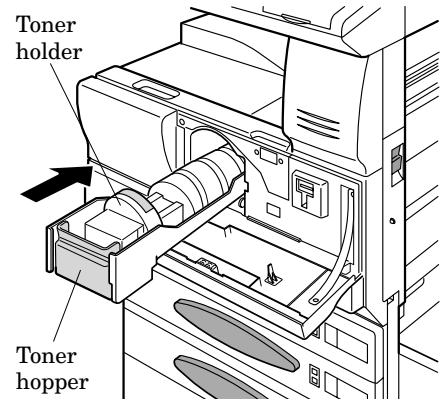
10 Close the front cover.

Replacing drum cartridge

1 Pull the right cover release lever (C1) and open the right cover.
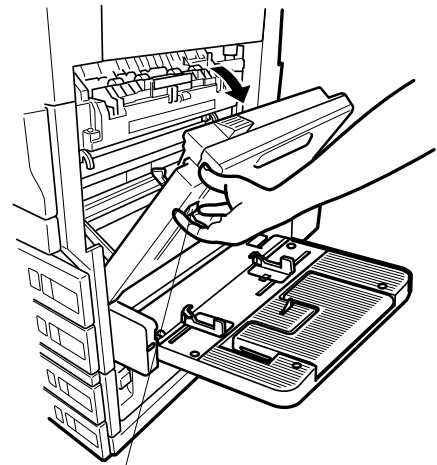
Right cover release lever (C1)

2 Grab the blue hooks on both side of the drum cartridge, pull out the old drum cartridge slowly, and remove it holding the handle.

Drum cartridge   Hooks

Hooks
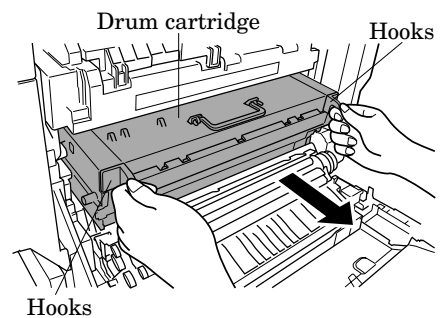
3 Get the new drum cartridge ready.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

4 Match up the blue label on the drum cartridge with the blue label on the rails of the unit and set the drum cartridge in the unit.

Label
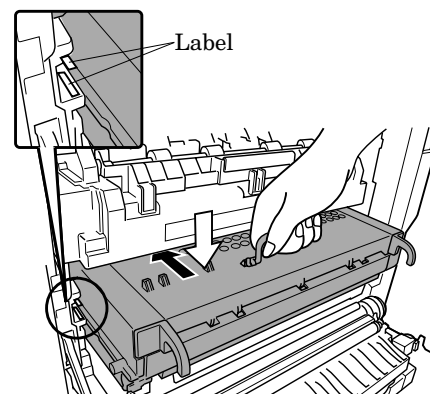
5 Press down on the blue hook on the drum cartridge until it clicks.
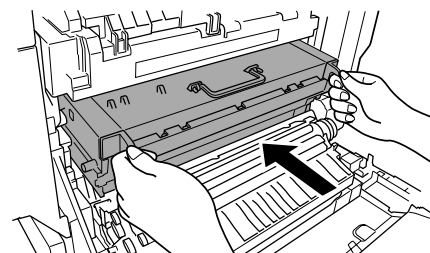
6 Close the right cover.

7 The screen to confirm the drum cartridge replacement will be displayed.

```
A new drum detected
Press START
```
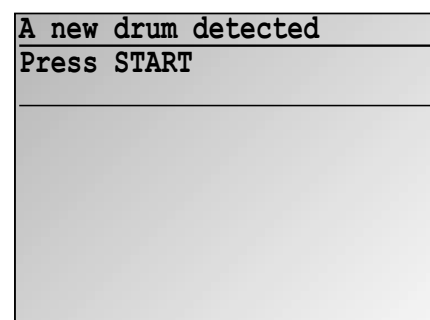
8 Press **START**.
In several minutes (max. 5 minutes), the screen will return to the standby screen.
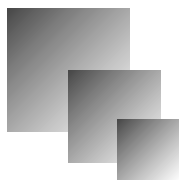
Maintenance

Perform the following maintenance to ensure the unit functions properly all the time.

Clean outside of the unit

Important ●

Do not use benzene or thinner as cleaning agents which could damage plastic and paint.

1 Dip a soft cloth in a mild cleaning solution and wring it out thoroughly before wiping the unit with it. Repeat the process with a soft cloth dipped in water and thoroughly wrung out.
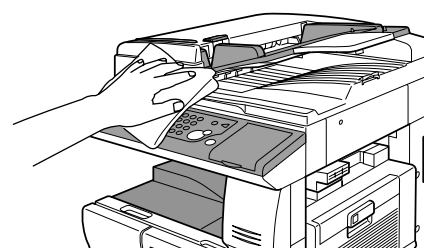
Cleaning ADF glass/Document glass

Dirty ADF glass will cause a black line or other unwanted markings printed in copies or the received document by receiving party. To maintain high picture quality, clean the ADF glass and document glass at least once a month.
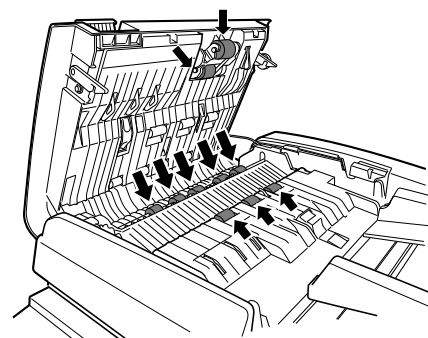
Important ●

Do not use benzene or thinner as cleaning agents which could damage plastic and paint.

1 Open the platen cover.
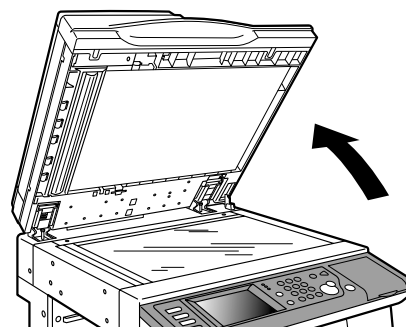
2 Dip a soft cloth in a bit of water and wring it out thoroughly before wiping the ADF glass and document glass.

ADF glass

Document glass
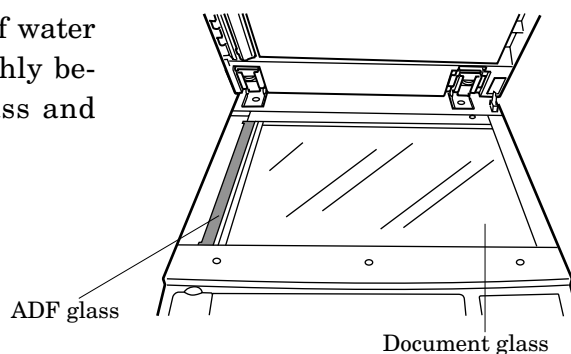
3 Close the platen cover.

In this case ?

Dirt is heavy...

When the dirt on the surfaces is heavy, wipe them with a cloth dipped in a small quantity of a mild cleaning solution, and then wipe them again with a cloth dipped in water and thoroughly wrung out.

■ Cleaning contact glass inside the cover

Wipe the ADF glass inside the cover.

1 Lift the ADF cover release lever (A1) to open the ADF cover.

ADF cover
release lever (A1)
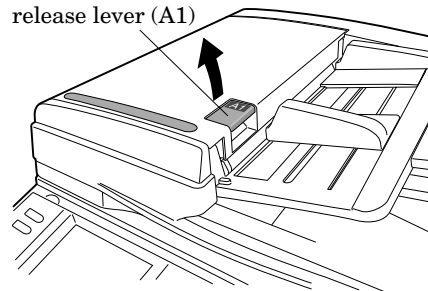
2 Open the inside cover (A2).

Inside cover
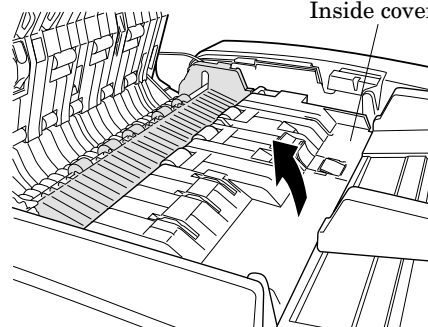
3 Wipe the contact glass of inside the cover.
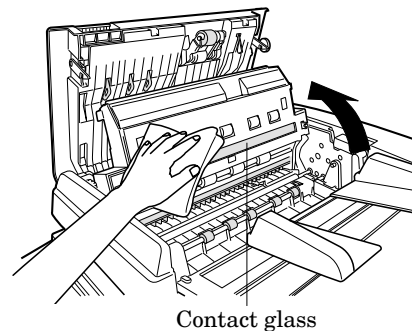
Contact glass

Cleaning platen cover

A dirty platen cover plate or cover pad will cause black lines or other unwanted markings printed in copies or the received document by receiving party. To maintain high picture quality, clean the platen cover plate and cover pad at least once a month.

1 Open the platen cover.
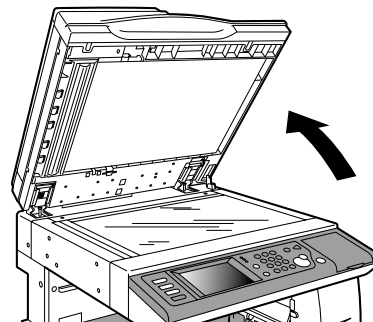
Note

When the dirt is heavy, first use a small quantity of a mild cleaning solution to wipe, and then wipe again using a cloth dipped in water and thoroughly wrung out.

2 Dip a soft cloth in water and wring it out thoroughly before wiping the platen cover and cover pad.

Platen cover plate

Platen cover pad
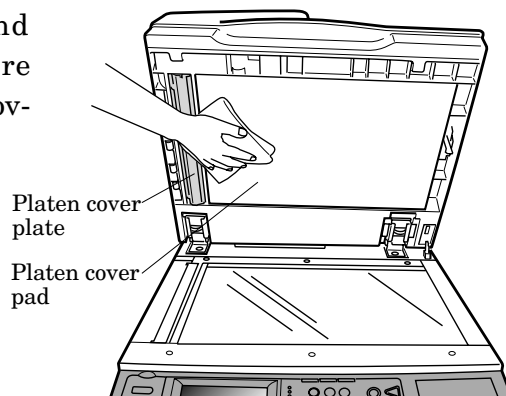
Cleaning document feeder roller

A dirty document feeder roller will not only make the document dirty, but also cause black lines or other unwanted markings printed in copies or the received document by receiving party. It can also cause document jams.

Important

Do not use benzene or thinner as cleaning agents which could damage plastic and paint.

1 Lift the ADF cover release lever (A1) to open the ADF cover.

ADF cover release lever (A1)
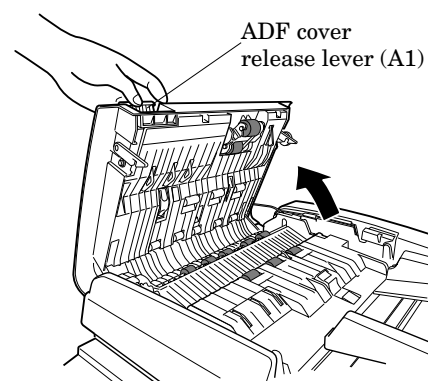
2 Clean the document feeder roller.
(1) Dip a soft cloth in water and wring it out thoroughly before wiping the roller.

Note

· Wipe down the whole roller, turning it with one hand. (Some rollers do not turn.)
· When the dirt is heavy, wipe them with a cloth dipped in a small quantity of a mild cleaning solution, and then wipe them again with a cloth dipped in water and thoroughly wrung out.

(2) Open the inside cover (A2). Dip a soft cloth in water and wring it out thoroughly before wiping the roller.

Inside cover

Note

· Wipe down the whole roller, turning it with one hand.
· When the dirt is heavy, wipe them with a cloth dipped in a small quantity of a mild cleaning solution, and then wipe them again with a cloth dipped in water and thoroughly wrung out.
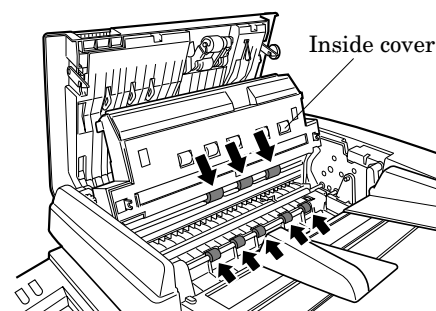
3 Close the ADF cover.
(1) Close the inside cover.
(2) Close the ADF cover.

(2)

(1)
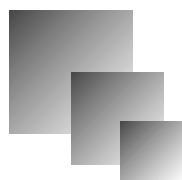
Error Message

If the alarm sounds

The alarm will sound for four seconds. The cause of the alarm is either displayed as an error message or printed out. In either case, you should check the cause and take appropriate action.

Message	Status and countermeasure	Error code
Check condition of remote fax	▶ Call the other party and ask them to check the mode, fax number, machine status, pass code, and any other relevant information about their machine.	T.1.1, T.2.1, T.2.3, T.5.1, T.5.2, T.8.1, R.8.1, T.8.10, R.8.10, T.8.11, R.8.11
Check received documents	▶ Call the receiving party and ask them to check the operating status of their machine.	T.4.2
Repeat transmission	1. The document was not transmitted properly. ▶ Resend the document. 2. The phone line has problems. ▶ Resend the document.	T.3.1 T.4.1 T.5.3
Please dial again	1. The document was not successfully sent to the receiving party, despite having redialed the the set number of times. ▶ Input the receiving party's fax number and send the document again. If this message appears again, call the receiving party to ask them to check the status of their machine. 2. Check the phone line settings to make sure they are correct.	D.0.2
Memory overflow	▶ During reception, ask the sending party to resend the document. The memory may overflow when received document are stored in memory due to no paper or toner. In this case, replace the paper, drum cartridge, or toner bottle. ▶ During transmission, set the machine to real time transmission and resend the document.	R.4.4
Dialing number is not set	▶ Re-set the speed-dial number and resend the document.	D.0.6
Stopped	▶ Communication has stopped, restart the operation.	D.0.3 T.1.4 R.1.4

Error code

D: Dialing Errors

Mode	Error code	Description	Countermeasure
G3 Transmission	D.0.2	Receiving line is busy	▶ Resend the document.
	D.0.3	**STOP** was pressed	▶ Resend the document.
	D.0.6	The receiving fax number is not registered when using the auto-dial function	▶ Set the correct fax number and then resend the document.
	D.0.7	The receiving party did not answer when using the auto-dial function	▶ Set the correct fax number and then resend the document.

T: Transmission Errors

Mode	Error code	Description	Countermeasure
G3 Transmission	T.1.1	Wrong number (receiving party answered and hung up)	▶ Check the correct fax number and resend the document.
		The receiving party answered manually and hung up the phone	▶ Check how the receiving party should receive a fax.
		The receiving party's machine is not a G3 machine	▶ Transmission is not available in this machine.
	T.1.4	**STOP** was pressed when transmission started (only the auto print journal is displayed)	▶ Resend the document.
	T.2.1	The line status was bad (especially when communicating overseas) and the receiving party cut off the line	▶ Resend the document. If this error occurs repeatedly, contact your Muratec dealer.
		Your machine's settings do not match with the receiving party's	▶ Check the settings on the receiving machine. If the receiving party has special settings, ask them to release them.
	T.2.3	Due to a line error, communication is not available even at the slowest speed	▶ Resend the document. If this error occurs repeatedly, contact your Muratec dealer.
	T.3.1	In a consecutive transmission, the second page including the following pages caused a read error	▶ Resend the document starting from the page that caused the error.
		A document longer than 900 mm was sent	▶ Cut one page within 900 mm in length, and resend.
		Brightness in the lamp is insufficient if "Lamp error. Call for service" is displayed after transmission is interrupted	▶ Turn the power switch from OFF to ON and try to make a copy. If the error message does not appear, resend the document. If the error message appears again, contact your Muratec dealer.
	T.3.2	Due to a line error, communication failed	▶ Resend the document. If this error occurs repeatedly, contact your Muratec dealer.
	T.4.1	Due to a line error, the receiving party cut off the line during document transmission	▶ Resend the document. If this error occurs repeatedly, contact your Muratec dealer.
	T.4.2	An image quality error occurred at the receiving party (due to line error)	▶ All pages were received but some of them might have had poor image quality. Ask the receiving party to check the quality of the document.
	T.4.4	The line cut off during document transmission (due to line error)	▶ Resend the document.

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

T: Transmission Errors

Mode	Error code	Description	Countermeasure
ECM Transmission	T.5.1, T.5.2, T.5.3	The line cut off during document transmission (due to a line error)	▶Resend the document. If this error occurs repeatedly, contact your Muratec dealer.
	T.8.10, T.8.11	Due to a line error, communication failed	
	T.8.1	The reception mode does not match	▶Check the receiving machine. It sometimes turns out that the receiving party is not using a fax machine.

R: Reception Errors

Mode	Error code	Description	Countermeasure
G3 Reception	R.1.1	Your machine is set to manual reception or transfer reception and is ready to receive, but no signal comes from the sending party	▶The sending party may have made an operational mistake. If you know whom the sending party is, ask them to resend the document.
	R.1.2	Your machine's mode does not match with the sending party's	▶If you know whom the sending party is, ask them to resend the document. If this error occurs repeatedly, contact your Muratec dealer.
		Received Junk fax when the junk fax block function is on (only the auto print journal is displayed)	
	R.1.4	Pressed **STOP** during reception (Only the auto print journal is displayed)	▶If you know whom the sending party is, ask them to resend the document.
	R.1.5	Due to a line error, communication failed	▶If you know whom the sending party is, ask them to resend the document. If this error occurs repeatedly, contact your Muratec dealer.
	R.2.3	Due to a line error, the line cut off	
	R.3.1	Pulled out the document or the Stop key was pressed by the sending party	
	R.3.3	Due to a line error, the signal cut off (due to line error)	
	R.3.4	Due to a line error, reception is not available even at the slowest speed (due to line error)	
	R.3.5	Due to a memory overflow, the reception failed	▶Check the amount of memory left and ask the sending party to send the document again.
	R.4.2	Due to a line error, the signal cut off during reception (due to line error)	▶If you know whom the sending party is, ask them to resend the document. If this error occurs repeatedly, contact your Muratec dealer.
	R.4.4	Memory overflow (only the auto print journal is disaplayed)	
ECM Reception	R.5.1	The signal cut off during reception The sending party pressed **STOP**	▶If you know whom the sending party is, ask them to resend the document. If this error occurs repeatedly, contact your Muratec dealer.
	R.5.2	Due to a line error, the signal cut off during reception (due to line error)	
	R.8.10, R.8.11	Due to a line error, communication failed	
	R.8.1	Your machine's mode does not match with the sending party's	▶Check the sending party's machine. For example, their machine may not have the document in case of polling operation.

Displayed messages

■Common

Error message	Countermeasure	Reference page
Bypass tray size error, check the direction and the size of paper	A paper size different from the one recognized by the machine has been detected. Check the direction and the size of paper.	1-32
Call Service	An internal error has occurred. Contact your Muratec dealer.	—
Cannot cancel interrupt	**INTERRUPT** was pressed when interrupt cannot be canceled.	—
Cannot detect paper size in bypass. Please reset.	A paper size different from the one detected in the bypass tray has been detected. Re-load the paper in the bypass tray. If it is not detected, set the paper size.	1-32
Check covers. 　　Open blinking cover and check	The cover is open. Close the blinking cover.	—
Close Cassette 1 Close Cassette 2 Close Cassette 3 Close Cassette 4	The specified cassette is pulled out. Be sure to close the cassette.	—
Copy protected	An attempt was made to change to the Copy screen in the copy protect mode.	4-37
Document jam	The document has jammed. Take the jammed document out and re-load it.	5-12
Document jam. 　Open and check the blinking cover.	The document has not been fed properly. Or, the document is jammed. Remove the document and re-load it.	5-12
Document jam 　Open and check the blinking cover. 　　　↓ 　Continue storing? 　[Yes] [No] 　　　↓ Continue storing? 　Jam recover 　Load the document. 　Press START 　From page: X 　[Start] [Cancel]	The document jammed after the first page. Open the blinking cover and remove the document. Press **[Yes]** to continue storing. Press **[No]** to start over. To continue storing, re-load the document from the appropriate page and press **START**.	5-12
Drum cartridge is almost empty	The drum cartridge is running low. Prepare a new drum cartridge.	—
Interrupt canceling...	After canceling the interrupt, the interrupting operation has not finished. Wait until the "interrupt icon" disappears.	—
Lamp error. Call for service	The document cannot be scanned either because it is time to replace the document scanning lamp or because the optical system dirty. Contact your Muratec dealer.	—

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Error message	Countermeasure	Reference page
Memory Overflow Keep these pages?	The memory ran out during document scan, so the scanning process automatically stopped. Press **[Yes]** to keep these pages. Press **[No]** to delete the pages.	―
Number of stored page: Keep these pages?	The memory has overflowed while storing pages. Press **[Yes]** to keep these pages. Press **[No]** to delete.	―

Paper jam!
    Open blinking cover and check.
Paper jam!
    Open the cover marked by the arrow and remove the paper
	The paper has jammed. Open blinking cover and remove the jammed paper.	5-2

Paper size error!
    Open the XXX cassette
    Check the direction and
    the size of paper
 	
*XXX shows the cassette type such as 1st, 2nd, 3rd or 4th.
	A paper size different from the one recognized by the machine has been detected. Check the direction and the size of paper.	1-29

Please set drum cartridge correctly	No drum cartridge is detected. Insert the drum cartridge.	5-17
Please wait...	When **INTERRUPT** is pressed during printing, this message is displayed until further operation is possible.	―
Preparing	The printer is not ready to print. Once it is ready, the message will disappear, please wait.	―
Press STOP to exit	Document remains from the operation prior to the interrupt. Press **STOP** to discharge the document.	―
Remove document from glass	Documents are left on the glass. Remove the documents on the glass.	―
Replace drum cartridge	The drum cartridge has run out. Replace with a new drum cartridge.	5-17
Replace the toner bottle. XXXX *XXX shows the number of pages that can be copied.	The toner is running low. Prepare a new toner bottle.	―
This paper is not available for upper tray.	The paper indicated in the massage cannot be printed from the upper tray. Choose another tray. This message is displayed when the optional 2-Bin tray is installed.	4-31
Toner is empty	Toner is empty. Replace with a new toner bottle.	5-15
Unable to interrupt	**INTERRUPT** was pressed when the machine cannot enter interrupt status.	―

Unknown paper size
    Cassette: 1
    Cannot detect paper size
    Confirm cassette paperguide position
	Open the specified cassette to check the paper size and paper guide position.	1-29

■ **Fax-Related**

Error message	Countermeasure	Reference page
ADF used in feeder command	One or more of the following operations was attempted either during real-time transmission or when real-time transmission was reserved. · Press **STOP**. · Transmission to a different destination was instructed. · To store a document reserved for polling was instructed. 　Wait for the real-time transmission to finish, or cancel the reservation for real-time transmission before operating the unit.	3-28
Already stored	The same number has already been entered. Check the number and re-enter it.	—
Cannot select mode during Fax & Copy	Attempting to change to the fax screen during Fax & Copy. Change to the fax screen after Fax & Copy finishes.	3-128
Cannot store in security box	The box selected for F-Code document storage or deletion is a security box. Select a bulletin box.	3-120, 3-124
Cannot use numeric keypad	Attempting to enter a direct dial number for a location using the F-Code box relay box. Enter the location using the one-touch key, the speed-dial, or a group number. The numeric keypad cannot be used.	3-109
Command is full	The number of reserved command has exceeded 100. Up to 100 reserved commands can be registered. Wait until the current reserved operations are completed before attempting the operation. Or, use real-time transmission.	— 3-5
Communication error	A communication error occurred. Check the contents of the communication error and repeat the operation. Press **STOP** if the "Communication error" does not disappear.	5-24
Document full	Registered 40 or more documents in the box designated for batch transmission. Print out the batch transmission document list. Check the registered documents to make the number of documents less than 39 by deletion.	3-70 3-71
Document stored	A polling reservation has already been stored. Normally, only one polling reservation can be stored.	3-92
	Batch transmission has been stored. When a batch transmission has been stored, the batch transmission box cannot be deleted.	3-68
Enter sub-address	No sub-address has been entered in the F-Code box. Enter the sub-address.	3-98
Incorrect passcode	Entered an incorrect passcode. Enter the correct passcode.	4-36
Input ratio (100-400%)	A ratio less than 100% was specified for enlarge transmission ratio. A reduction ratio cannot be specified, so reset the number to larger than 100%.	3-132
Invalid I.D. code	This message is displayed when you entered an incorrect I.D. code in printing the document stored in F-code Box. Enter the correct I.D. code.	3-102

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Error message	Countermeasure	Reference page
Invalid number!	A non-number character was pressed when selecting a recipient using the speed-dial or the group dial function. Use the numeric keypad to enter the correct number.	—
	The PIN for registering a secure number or performing security reception has been entered incorrectly. Enter the correct 4-digit PIN.	3-102
	The department code is wrong. Enter the correct department code.	4-14
Load paper into the XX cassette *XXX shows the cassette type such as 1st, 2nd, 3rd or 4th.	The paper for reception is not set. This is displayed when paper that has been set as other than plain paper is loaded in the cassette. The received document cannot be printed on this type of paper.	1-29
Memory Overflow	The memory became full during a document scan, so the scanning process automatically stopped. Select real-time transmission and retry.	3-5
Memory overflow Rx	The memory overflowed during reception. Wait for the memory to come available or delete unnecessary documents.	3-28
No command stored	**FAX CANCEL/JOB CONFIRM** was pressed even though no reservations have been made.	3-28
No command stored	Instructed to print the commands list even though no transmissions have been reserved.	3-34
No Document!	No document in the F-Code box. · Check the F-Code reception information. · Print out the F-Code document list and check to see if there is a document.	3-126
No protect passcode	The passcode is needed to use the security functions, but none has been set. Re-enter the passcode.	4-36
No report	Instructed to print a journal report even though no transmissions have been made.	—
No report	No fax transmission history in the report screen.	3-33
No reserved document	The number selected for printing a reserved transmission has been reserved for real-time transmission or polling.	3-38
Not enough memory	In manual reception, memory has overflowed while receiving. Wait until the memory becomes free, or delete the unnecessary documents.	3-28
Not registered	Receiving number has not been registered in the one-touch and speed-dial. Check the one-touch or speed-dial lists, and operate again.	3-172
	Attempting to output an empty list. Register and operate again.	—
Only one location can be input	More than one location was set for the recipient using the numeric keypad when registering a fax forwarding condition. Only one location may be set for a recipient using the numeric keypad when registering a fax forwarding condition.	3-80
Phone is hang up	The receiver is off the hook. Return the receiver.	—
PIN is not stored	When the PIN entry is required, it has not been entered. Enter the PIN.	3-142

Error message	Countermeasure	Reference page
Please set up Security Rx	Attempting the security reception without setting. Perform the security reception setting first.	3-88
Received document stored	Attempting to cancel Security reception when a Security reception document is present. Print the received document.	3-90
Scanner in use	One or more of the following operations was attempted when the scanner was in use. Wait until the scanning finishes before attempting the operation. · Transmission to a different destination. · Storing a document reserved for polling. · Attempted to change the resolution or contrast.	―
Security reception document present	During security reception. Print the received security reception document.	3-90
Selected address is invalid	The recipient for the reserved transmission has not been registered yet.	―
Set Fax/Tel Ready Mode	· Attempting to turn on all fax forward settings in Tel mode. Fax forward cannot be used in Tel mode. · Call forward cannot be used in this reception mode. When using call forward, set the reception mode to Fax/Tel or Tel/Fax.	1-54
Set individual forwarding numbers first	No recipient has been registered for fax forwarding, or no registered recipient has been set to On. Set at least one recipient On for forwarding faxes.	3-80
Set ratio below 400%	A ratio more than 400% was specified for enlarge transmission ratio. Reset the number between 100% and 400%..	3-132
The value entered exceeds the limit Please enter a value within the list range	The entered ratio is incorrect. Enter the correct ratio again.	3-132
Too many characters	Names or numbers were entered exceeding the maximum limit. Re-enter within the maximum number of characters.	―
Too many locations	The number of department codes exceeded 100. Up to 100 department codes can be registered.	4-14
To stop transmission Press FAX CANCEL key	Pressed **STOP** during fax transmission. Cancel the transmission by **FAX CANCEL/JOB CONFIRM**.	3-28

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

■ Copy-Related

Error message	Countermeasure	Reference page
ADF is unavailable. Set the document on the FBS glass.	A document has been placed in the ADF during series copy. Set the document on the document glass.	2-44
Cannot use bypass tray for duplex copy	The bypass tray cannot be used for duplex copies. Choose a cassette.	1-32
Enter hold time	The "last job hold time" is set to 0 minute. The hold time needs to be set to use the last job function.	2-64
Enter reduce/enlarge	Custom paper cannot be copied with an automatic zoom ratio. Enter reduce/enlarge ratio.	2-18
Load paper in bypass tray	The paper in the bypass tray has run out. Supply paper to the bypass tray.	1-32
Load paper for duplex copying Paper inappropriate for duplex copy	Duplex copy is not available for the paper mentioned in the message. Select another type of paper.	2-67
No Document stored in memory	The last job document has been deleted because a lot of memory was used for reservations and proxy reception.	2-64
Not enough memory	The document could not be accepted due to insufficient memory. Set the document again after the current operation finishes.	―
Not enough memory The last %1 page was erased Please copy again	Copying was interrupted due to insufficient memory. Restart copying from the displayed page.	―
Option not valid with....	Attempting to combine a function which cannot be set at the same time with ... Re-enter the setting.	2-88

Error message	Countermeasure	Reference page

Paper size error!
   Cassette Paper Size Error
   Open the XX cassette
   Check the direction and size of the paper
       ↓
   Continue copying?
   [Yes] [No]
 	
*XXX shows the cassette type such as 1st, 2nd, 3rd or 4th.
	A paper size different from the one recognized by the machine has been detected. Check the direction and the size of paper. Press **[Yes]** to continue copying.	1-29

Please enter a value between 25% - 400%	The entered ratio is incorrect. Enter the size that will result in a correct ratio.	2-20 2-58
Please input ratio within 25% - 400%	The entered ratio is incorrect. Enter the size that will result in a correct ratio.	2-20 2-58
Rotate document 90° or set ratio	The document orientation is wrong for combination, repeat, series, or booklet copies. Rotate the document 90° or reset the ratio.	—
Set document in the ADF	The document glass cannot be used for booklet copies. Set when loading the document in the ADF.	2-78
The value entered exceeds the limit Please enter a value within the listed range.	The entered ratio is incorrect. Enter the size that will result in a correct ratio.	2-20, 2-48 2-56, 2-58

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix
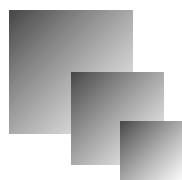
When Power Failure Occurs

Main unit operation

■ What happens when power failure occurs

During phone call	Phone conversation can continue.
During fax transmission	Transmission will be cut off. When the power comes back, your machine will start to transmit again automatically if it was in memory transmission. If it was a real-time transmission, it will not start again. Transmit again.
During fax reception	Reception will be cut off. When the power comes back, the machine will print the pages received completely before the power failure.
During copying During printing a list	Printing will stop.

■ During the power failure

Copy	Cannot copy.
Fax transmission	Cannot transmit.
Fax reception	Cannot receive.
Making phone calls	Cannot make phone calls.
Receiving phone calls	Phone calls can be received with the handset.

*The handset is optional.

Memory backups

Image data stored in memory is held under the following conditions even if a power failure occurs or the unit is shut down.

· Image data stored in memory is held for the following period of time. Note that the power of the machine should be turned ON for at least 48 hours beforehand.

· The time it takes for back up image data depends on the size of the memory.

32 MB: Approx. 34 hours (standard memory)   64 MB: Approx. 17 hours (if the 32 MB Memory Extention kit is installed)

Documents erased notification

●When the image data stored in memory is erased by accident, a notification will be printed as soon as the power comes back, listing information about the erased image data.

●The following is an example of a received file that has been erased. In addition, "Command erased", "Erased Poll Documents" and "F-Code box document erased" may be printed.

```
NewYork Office        Fax:123-456-4890


                      ┌─────────────────────┐
                      │  Documents  Erased  │
                      └─────────────────────┘

P.1                                            Sep 24 2004    13:34
┌────┬───────────────┬──────────┬─────────┬──────┬─────┬──────┬────────┬──────┐
│No. │     Name      │   Mode   │  Start  │ Time │Page │ Dept │ Result │ Note │
├────┼───────────────┼──────────┼─────────┼──────┼─────┼──────┼────────┼──────┤
│002 │L.A Office     │Standard  │24,13:33 │0'25" │  1  │      │ # O K  │      │
└────┴───────────────┴──────────┴─────────┴──────┴─────┴──────┴────────┴──────┘
  1          2            3          4        5     6      7       8       9
```

1. No.
The number of the communication

2. Name
Registered in the following order
(1)TTI number registered for the contact name
(2)Space

3. Mode
Resolution in the communication

4. Start Time
The time the communication started

5. Time
The time required for the communication

6. Number of Pages
The number of pages received

7. Dept.
When "Department Management" has been set, the department number is recorded here.

8. Result
Communications results.
· OK ....Completed normally
· * ....Communicated in ECM mode
· # ....Communicated via super G3
· Error code ....Finished abnormally (For details of error codes, refer to page 5-25.)

9. Note
· Polling ....Polling reception
· Manual............Manual reception
· F-Code polling...Indicates F-Code polling
· F-Code security box
....................Received in F-Code security box
· F-Code relay ...Received by F-Code relay
· F-Code bulletin box... Received in F-Code bulletin box

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

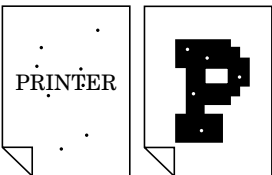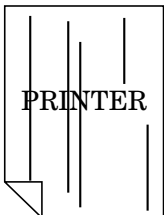FAX Chapter3
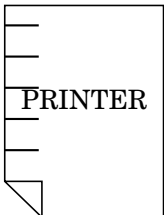
FAX Chapter4

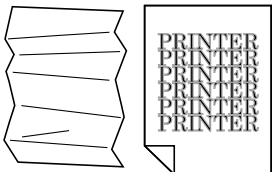Common Settings

In This Case...

Appendix
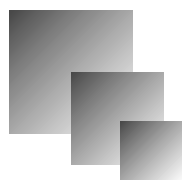
Troubleshooting

Read this if you find trouble with the machine. Contact your Muratec dealer if the following steps do not solve the problem.

Unit does not operate

Status	Check item	Countermeasure	Reference page
Unit does not operate	Is the power cord firmly inserted?	Check the power switch and power plug.	1-16
	Is the power switch on?	Turn the power switch on.	1-24
Nothing appears in the display	Is the touch screen contrast for the display set too light or too dark?	Adjust the touch screen contrast while watching the display.	1-19
	Is the lamp on **ENERGY SAVE** on?	The machine is in Energy Save Mode. Press **ENERGY SAVE**, and turn Energy Save Mode off.	1-25
Unable to dial	Is the phone line connected to both the unit and the wall outlet?	Make sure the line is connected correctly.	1-16
	Is the type of phone line set correctly?	Make sure all settings match the phone line properties.	1-53
The phone does not work	Is the machine in the middle of transmitting a document?	Wait until the machine finishes transmitting.	—
	Is the type of phone line set correctly?	Make sure all settings match the phone line properties.	1-53
The paper does not come out	Is paper jammed?	Check the error message and remove the jammed paper.	5-2
Paper often jams	Is paper loaded properly?	Load paper properly.	1-29
	Is the cassette loaded properly?	Make sure the cassette is pushed all the way in.	—
The document does not come out	Is the document jammed?	Remove the jammed document and reload it.	5-12
Document often jams	Are you using the right type of documents?	Use the right type of documents.	1-40
	Is the document guide aligned properly?	Align the document guide along the document.	1-42
	Are there pieces of paper left in the ADF?	Open the ADF cover and check.	5-12
	Is the document feeder dirty?	Clean the document feeder roller.	5-23

Status	Check item	Countermeasure	Reference page
The content registered for the time data and speed-dial disappears	Do you turn off the power and leave the unit on for long periods or everyday?	The batteries that hold registered content may have died. Contact your Muratec dealer.	—
The cover will not shut	Are you pushing down on only one side of the cover?	Push down on both sides of the cover.	—

The machine does not transmit

Status	Check item	Countermeasure	Reference page
The machine does not transmit	Are you transmitting correctly?	Check the procedure and try again.	3-8
	Is the recipient's phone number correct?	If you are using the speed-dial or one-touch key, make sure the number is registered correctly by printing out the list of speed-dial numbers.	3-172
	Is the type of phone line set correctly?	Make sure all settings match the phone line properties.	1-53
	Is there something wrong with the recipient's machine?	Ask the recipient to check that the machine is working properly. (Power, paper, etc.)	—
Documents are not transmitted continuously	Are the documents loaded with the edges of the paper all line up?	Reload the document.	1-42
	Do the documents include pages smaller than the minimum width (120 mm)?	These pages should be set on the document glass and kept separate from the other pages.	1-42
Does not send even if dialing the number	Is the type of phone line set correctly?	Make sure all settings should match the phone line properties.	1-53
	Is the document loaded properly?	Set the document correctly.	1-42
	Is the phone number correct?	Dial the correct number.	—
	Is the recipient's line busy?	Wait until the line is available and try again.	—
Manual transmission does not work	Did you press **START** after putting the handset down?	Press **START** before putting the handset down.	3-21
The document is not scanned when performing memory transmission	Is the document loaded properly?	Set the document correctly.	1-42
	Is the memory full?	Check how much memory is left.	—

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...
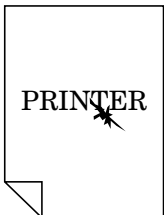
Appendix

The machine does not receive

Status	Check item	Countermeasure	Reference page
The machine does not receive	Is the machine in auto reception mode?	Check the reception mode.	1-54
	Is there paper?	Supply paper.	1-29
	Is paper jammed?	Check the error message and remove the jammed paper.	5-2
	Is the phone line connected to both the unit and the wall outlet?	Make sure the line is connected correctly.	1-16
	Is the memory full?	Check how much memory is left.	—
Manual reception does not work	Did you press **START** after putting the handset down?	Press **START** before putting the handset down.	3-21
Polling reception does not work, with only a check message printed out	Has the sender set a passcode or search polling?	Search polling and polling with passcodes set is not available.	—
	Has the sender registered a polling document?	Ask the sender to register a polling document.	—

Image quality problems

If you follow the steps below and do not resolve the problem, contact your Muratec dealer.

Symptom	Cause	Countermeasure	Reference page
Print quality is faint (smudged, unclear) PRINTER	The paper is damp.	Replace with a new paper.	1-29
	The contrast setting is incorrect.	Set correctly.	2-4, 3-4
	The drum cartridge is worn out or broken.	Replace with a new drum cartridge.	5-17
	The toner bottle is running low.	Replace with a new toner bottle.	5-15
	Is the original document yellow or green?	If you are the recipient, ask the sender to change the document to a black color. (We recommend making a copy.)	—
	Is paper other than that specified in this manual?	Use the paper specified in this manual.	1-26
White or black spots appear PRINTER	You are using the wrong type of paper.	Use the right type of paper.	1-26
	The drum cartridge is worn out or broken.	Replace with a new drum cartridge.	5-17
	The platen cover plate or cover pad is dirty.	Clean the platen cover plate or cover pad.	5-22
Black stripes or smudges appear. PRINTER	The ADF glass in the ADF or the document feeder roller is dirty.	Clean the ADF glass and document feeder roller.	5-20, 5-21
Regularly spaced smudges or stripes appear. PRINTER	There is dirt on the paper feeder route.	Make a few test copies.	—
	The drum cartridge is worn out or broken.	Replace with a new drum cartridge.	5-17
Black stripes or smudges appear. PRINTER	The paper is damp.	Replace with a new paper.	1-29
	You are using the wrong type of paper.	Use the right type of paper.	1-26
	The platen cover plate or cover pad is dirty.	Clean the platen cover plate or cover pad.	5-22

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1
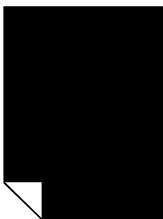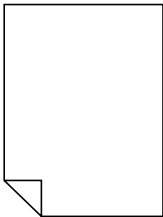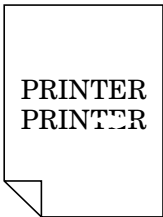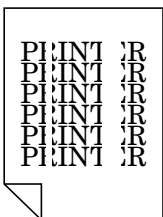
FAX Chapter2
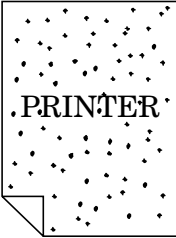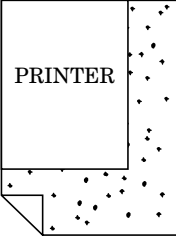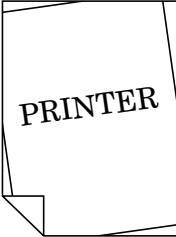
FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Symptom	Cause	Countermeasure	Reference page
The paper comes out solid black.	The drum cartridge is worn out or broken.	Replace with a new drum cartridge.	5-17
	The machine might malfunction.	Contact your Muratec dealer.	—
The paper comes out blank.	Several sheets of paper were fed through at the same time.	Flutter the pages before setting paper.	1-29
	The drum cartridge has run out of toner.	Replace with a new drum cartridge.	5-17
	The drum cartridge is worn out or broken.	Replace with a new drum cartridge.	5-17
	The machine has malfunctioned.	Contact your Muratec dealer.	—
	Is the document facing the right side?	Set the document correctly.	1-42
There are blank spots	The paper is damp.	Replace with a new paper.	1-29
	You are using the wrong type of paper.	Use the right type of paper.	1-26
	The document glass is dirty.	Clean the document glass.	5-20
The paper comes out wrinkled or with the letters blurry	You are using the wrong type of paper.	Use the right type of paper.	1-26
	The paper is damp.	Replace with a new paper.	1-29
There are blanks in the direction the paper is fed	The drum cartridge is not set properly.	Set the drum cartridge properly.	5-17
	The drum cartridge is worn out or broken.	Replace with a new drum cartridge.	5-17
	The ADF glass is dirty.	Clean the ADF glass.	5-20

Symptom	Cause	Countermeasure	Reference page
The entire printout is dirty. .PRINTER	The document glass is dirty. The reverse side of documents printed on both sides can also be seen in the printout.	Clean the document glass. Making duplex copies of documents printed on thin paper causes the reverse side of the document to be scanned as well, and this is printed onto the copy. Set the contrast lighter.	2-4, 3-4 5-20
The edges of paper are dirty. PRINTER	The platen cover pad is dirty.	Clean the platen cover pad.	5-22
	Are you copying onto paper larger than the document? (With the ratio set to 100%)	Select paper that is the same size as the document.	2-14
	Are the orientations of the document and paper different?	Place them both in the same orientation. Or, match the orientation of the document to match that of paper.	—
	Reduction cannot be performed at a ratio which matches the paper size.	Select a reduction ratio that matches the paper size.	2-16
The image is crooked. PRINTER	The document is not set properly.	Set the document correctly.	1-42
	The document is not appropriate for the ADF.	Use a document that can be used with the ADF.	1-40
	Is there anything on the ADF glass?	Clean the ADF glass.	5-20

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

In This Case... ● Maintenance and Troubleshooting

Appendix

Main Specifications

Product specifications and appearance are subject to change without notice.

Main unit

Item	Specifications
Type	Floor-type (console)
Document stand type	Stationary
Photoreceptor type	OPC drum
Copying method	Dry electrostatic photography
Developing method	Electron photograph/two-component developing
Fixing method	Heat roller fixing (halogen lamp)
Scanning method	CCD/CIS

Document size	ADF
	  Length: 4.7 - 11.6 inches
	  Width : 3.9 - 35.4 inches (sending)
	    3.9 - 17.7 inches (copying)
	Document glass
	  Max : 10.9 inches × 17.0 inches (no minimum)

Document storage capacity	Letter: 100 sheets (80g/m²)　11"×17": 30 sheets

Paper Size	Paper cassette
	  Letter, Letter↲, Legal, 11"×17", Half-letter, F4, Exective, Exective↲
	  A3, B4, A4, A4↲, B5, B5↲
	Bypass tray
	  Letter, Letter↲, Half Letter, Half Letter↲, Legal, 11"×17", A3, B4, A4, B5, B5↲, A5, A5↲, A5, Postcard, A6, F4, Executive, Executive↲, CM10, DL, Custom (Width 5.5 - 17.0 inches, Length 3.9 - 11.7 inches)

Paper storage capacity	Paper cassette
	  Plain paper, recycled paper: 500 sheets (64 g/m²)
	Bypass tray
	  Plain paper, recycled paper: 150 sheets (80 g/m²)
	  Special paper: (pasteboard, OHP film, postcard, labels)
	    : 50 sheets
	  Envelopes : 10

Image memory capacity	32 MB (approx. 34 hours of memory backup using battery)[1] Number of stored pages (using standard Muratec paper)　32 MB: Approx. 2533 pages 64 MB: Approx. 5263 pages
Power	AC 120 V±10%　50/60 Hz variable
Power consumption	Sleep Mode : 8.8 W　Sending : 105 W Low Power Mode : 50 W　Receiving : 880 W Standby : 168 Wh　Copying : 950 W Maximum : 1320 W
Current	12 A or lower
Weight[2]	80.8 Kg (178.1 lb)
Machine dimensions	W26.7 × H33.7 × D25.9 inches (W678 × H856 × D658 mm)
Environment conditions	Ambient temperature: 50 - 95°F (10 - 35°C)　Relative humidity: 15 - 85%

*1 Machine must be charged for at least 48 hours. With optional memory installed, approx. 17 hours of memory back up.
*2 Main unit only. Not include drum cartridge or toner bottle.

Fax-Related

Item	Specifications
Scanline density	Scanner Scanner ultra-high resolution mode : Main scan 600 dpi × sub scan 600 dpi, or main scan 16 dots/mm × sub scan 15.4 lines/mm[1] High density mode : Main scan 8 dots/mm × sub scan 7.7 lines/mm[1] Standard mode : Main scan 8 dots/mm × sub scan 3.85 lines/mm[1] Printer : Main scan 16 dots/mm × sub scan 15.4 lines/mm
Data transmission speed	33600, 31200, 28800, 26400, 24000, 21600, 19200, 16800, 14400, 12000, 9600, 7200, 4800, 2400 bps (Automatic selection)
Optimum line	Input phone line
Electronic transmission speed	Between 2 and 3 seconds (33600bps)[2]
Encoding Method	MH/MR/MMR/JBIG/MSE (Independent)

*1 Communication with machines not equipped with this mode is not available.

*2 Based on transmission of ITU-T Test Document 1 to a Muratec fax machine. Your transmission times will vary, but your fax machine always will provide the fastest transmission speeds possible under ITU-T guidelines and phone-line conditions.

Copy-Related

Item	Specifications
Scanline density	Scanner: 600 × 600 (dots/inch) Printer: 600 × 600 (dots/inch)
Warm-up time[1]	Max. 15 seconds (in low power mode)/max 17 seconds
Fist copy time[2]	5.0 seconds
Continuous copying speed[2]	28 pages per minute
Continuous copy	1 - 999 copies

*1 Room temperature: 73.4°F (23°C)

*2 Letter◤, using first level cassette

Option-related

2-level paper unit

Item	Specifications
Paper Size	Letter, Letter◤, Legal, 11"×17", Half-letter, F4, Executive, Executive◤, A3, B4, A4, A4◤, B5, B5◤
Paper storage capacity	500 sheets (64 g/m^2 × 2 levels)
Power	Supplied from main unit
Power consumption	15 W or lower
Weight	Approx. 27.3 Kg (59.5 lb)
Machine dimensions	W22.5 × H21.5 × D10.4 inches (W570 × H548 × D263 mm)

1-level paper unit

Item	Specifications
Paper Size	Letter, Letter↴, Legal, 11"×17", Half-letter, F4, Executive, Executive↴, A3, B4, A4, A4↴, B5, B5↴
Paper storage capacity	500 sheets
Power	Supplied from main unit
Power consumption	15 W or lower
Weight	Approx. 23.5 Kg (48.5 lb)
Machine dimensions	W22.5 × H21.5 × D10.4 inches (W570 × H548 × D263 mm)

Large capacity cassette

Item	Specifications
Paper Size	Letter↴
Paper storage capacity	2500 sheets
Power	Supplied from main unit
Power consumption	45 W or lower
Weight	Approx. 27.4 Kg (57.3 lb)
Machine dimensions	W22.4 × H22.2 × D10.4 inches (W570 × H564 × D263 mm)

Duplex Unit (option)

Item	Specifications
Paper Size	Letter, Letter↴, Legal, 11"×17"
Paper type	Plain paper, recycle paper
Power	Supplied from main unit
Power consumption	10 W or lower
Weight	Approx. 2.2 Kg (4.9 lb)
Machine dimensions	W3.5 × H16.5 × D14.0 inches (W89 × H419 × D358 mm)

Switchback Unit (option)

Item	Specifications
Paper Size	Letter, Letter↴, Legal, 11"×17", Half-letter
Paper type	Recycled paper (56 to 90 g/m^2)
Power	Supplied from main unit
Power consumption	15 W or lower
Weight	Approx. 1.7 Kg (3.7 lb)
Machine dimensions	W338 × H481 × D148 mm (W13.3 × H18.9 × D5.8 inches)

2-Bin Tray (option)

Item	Specifications
Number of bins (number of trays)	1 (the paper discharge tray on the main unit is used as the second bin)
Paper capacity	Bin 1: plain paper (specified type) 100 sheets Bin 2 (discharge tray): plain paper 250 sheets Special paper: pasteboard (24.25 - 55.75 lb), OHP film, postcard, envelopes, labels
Weight	Approx. 1.7 Kg (3.7 lb)
Machine dimensions	W450 × H443 × D75 mm (W17.7 × H17.4 × D3.0 inches)

25.7" (654 mm)
23.7" (602 mm)
25.9" (658 mm)

43.7" (1111 mm)
33.7" (856 mm)
10" (255 mm)
4.3" (108 mm)
22.4" (570 mm)
26.7" (678 mm)
41.4"(1052 mm)

Getting Started

COPY Chapter1

COPY Chapter2

COPY Chapter3

FAX Chapter1

FAX Chapter2

FAX Chapter3

FAX Chapter4

Common Settings

In This Case...

Appendix

Index

Getting
Started

COPY
Chapter1

COPY
Chapter2

COPY
Chapter3

FAX
Chapter1

FAX
Chapter2

FAX
Chapter3

FAX
Chapter4

Common
Settings

In This
Case...

Appendix

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MAI order number: OMMFX2830
MML item number: DA1-90100-60